Committee Members: Adam Canary, LPN, Chair – arrived late due to work-related matter
Lois Hoell, MS, MBA, RN
Sharon Ness, RN
Tiffany Randich, LPN – filled in for Adam until he arrived on the call
Tracy Rude, LPN ad hoc
Dawn Morrell, RN, BSN, CCRN
Cass Tang, Public Member

Staff: Catherine Woodard, Director, Discipline
Karl Hoehn, Assistant Director, Discipline - Legal
Grant Hulteen, Assistant Director, Discipline - Investigations
John Furman, Assistant Director, Discipline - WHPS
Teresa Corrado, LPN, CPM, Assistant Director, Discipline - Case Management
Helen Budde, Case Manager
Barb Elsner, HSC

Public member: Debra Strom, RN, Peace Health Home Health Quality Facilitator
I. 3:30 PM Opening – Adam  
   o Call to order – Digital recording announcement  
   o Roll call  
   o Adam was delayed for a work-related matter. Tiffany covered for the first part of the meeting until Adam could join.

II. October 15, 2019 DSC minutes – Adam  
   o Minutes approved.  
   o Cass asked for the minutes to be in black ink and not italicized.

III. Commission Meeting Review November 8, 2019 – Adam, et al  
   o Lois commented on the large discussion about apprenticeship. Mentioned that NCQAC leadership was going to meet with the Oregon Board but Oregon cancelled the meeting. Nothing rescheduled yet.  
   o Tiffany appreciated the familiarization to Consistent Standards of Practice session held the evening before the commission meeting. The intent was to review processes and responsibilities. Good opportunity for review and many attended.  
   o Lois noted that the commission approved the strategic plan. The long term care budget proviso is moving right along.

IV. Performance Measures – Catherine, Grant, Karl, and John  
   o Grant corrected the percentages from the original Investigations report that went into the packet.  
   o Karl noted that now with six staff attorneys working, they are quickly coming up to speed. He is anticipating the job posting soon for the third staff attorney.  
   o Several commission member said they are enjoying working with Tony and Seana.  
   o John said there was nothing outstanding on the WHPS compliance report. Lois noted a greater number of nurses and John noted there are a few more than usual because the holidays are coming. The non-compliance cases trend upwards this time of year.  
   o Tiffany asked how WHPS tracks the prescription timelines for approvals; John said the dates are included on the fax from the provider referencing the start and stop date of particular medications.  
   o Catherine noted that Brandon will be assisting Alicia with performance reports and capturing trends. Cass requested that the reports include trending outreach efforts.

V. Original Dates of Licensure – Data from NURSYS - Teresa  
   o Teresa worked with NCSBN to get the raw data on nurses’ date of initial licensure and when they endorsed into WA.  
   o Lois is pleased that we could get the data, and Teresa explained that we can use the data to calculate averages and learn more about licensure and trends. For instance, Lois read an article a while ago that said nurses who have been in practice for 10-15 years tend to make more errors.  
   o Catherine suggested the Research Subcommittee could take over with additional requests for information along these lines; Mary Sue offered to run this through her subcommittee.
VI. Procedure Review for Revisions

W44 Unauthorized Substance Use and W42 Drug and Alcohol Testing – Catherine

- The highlighted changes to W44 included putting a time frame around WHPS reporting unauthorized substance use to the Substance Use and Abuse Team (SUAT), and itemizing the information and documents WHPS needs to submit with the notification.
- The DSC approved the revisions to W44, recommended spelling out MRO (Medical Review Officer) and approved moving it forward to the full commission for review at the January business meeting.
- The highlighted changes to W42 only impact the monitoring interruption portion of the procedure. The revision adds language to define when a case manager can approve a monitoring interruption for a nurse in the program.
- The DSC approved the revision and approved bringing it forward to the January business meeting for full commission review.

VII. Work Plan – Adam

- Review status of items on the work plan.
- Commission members and staff discussed the work plan updates: some items removed as work is completed, some items added.
- The significant additions include a monthly review of procedures that need updating, and adding some of the work of the WHPS strategic plan.

VIII. Meeting Evaluation – All

- Cass: Efficiently run meeting. Thanked Tiffany for stepping in to run the meeting until Adam could join.
- Dawn: Great meeting. Appreciate the work. Good to read information.
- Tracy: Agrees. Appreciated the procedure review.
- Tiffany: Great work on procedure revisions. Looking forward to more.
- Sharon: Appreciates the performance measures. It’s great working with Tony and Seana on complex cases. Good to keep the procedures rolling.
- Lois: Thanks for addressing concerns related to the discipline process and refining procedures. It serves the public well.
- Catherine: Loves the balance between commission and staff.
- Karl: Good meeting: if you’re happy, I’m happy.
- Grant: Same as Karl.
- John: Ditto.
- Teresa: Agrees with Catherine.
- Helen: Meeting went well; excited about the two revised procedures.
- Barbie: Went well; thanks for your support.

IX. Closing

- Meeting adjourned at 4:38 pm.