Nursing Care Quality Assurance Commission (NCQAC)  
Business Meeting Minutes  
January 10, 2020 | 8:30 AM - 5:00 PM  
111 Israel Road SE | Tumwater, WA 98501  
Town Center 2 Room 166/167

Commission Members:  
Tracy Rude, LPN, Chair  
Mary Baroni, PhD, RN, Vice-Chair (by webinar)  
Lois Hoell, MS, MBA, RN, Secretary/Treasurer  
Adam Canary, LPN  
Jeannie Eylar, MSN, RN  
Ella B. Guilford, MSN, M.Ed., BSN, RN  
Edie Higby, Public Member  
Dawn Morrell, RN  
Helen Myrick, Public Member  
Sharon Ness, RN  
Donna L. Poole, MSN, ARNP, PMHCNS-BC  
Tiffany Randich, RN, LPN  
Laurie Soine, PhD, ARNP  
Yvonne Strader, RN (Excused)  
Cass Tang, Public Member

Assistant Attorney General:  
Gail S. Yu, Assistant Attorney General

Staff:  
Paula R. Meyer, MSN, RN, FRE, Executive Director  
Kathy Anderson, Director, Finance  
Chris Archuleta, Director, Operations (Excused)  
Gerianne Babbo, Ed.D, MN, RN, Director, Education  
Shad Bell, Assistant Director, Operations  
Amber Bielaski, MPH, Assistant Director, Licensing  
Debbie Carlson, MSN, RN, CPM, Director, Practice  
Teresa Corrado, LPN, CPM, Assistant Director, Discipline – Case Management  
John Furman, PhD, MSN, CIC, COHN-S, Assistant Director, Discipline – Washington Health Professional Services (WHPS)  
Mary Sue Gorski, PhD, RN, Director, Advanced Practice, Research and Policy  
Karl Hoehn, JD, FRE, Assistant Director, Discipline – Legal  
Grant Hulteen, Assistant Director, Discipline – Investigations  
Alana Llacuna, Administrative Assistant  
Kathy Moisio, PhD, RN, Director, Nursing Assistant Programs  
Tori Lane, Nursing Practice Administrative Assistant  
Brandon Williams, Performance and Policy Analyst  
Catherine Woodard, Director, Discipline
This meeting was digitally recorded to assist in the production of accurate minutes. All recordings are public record. The minutes of this meeting will be posted on our website after they have been approved at the March 13, 2020 NCQAC meeting. For a copy of the actual recording, please contact the Public Disclosure Records Center (PDRC) at PDRC@doh.wa.gov.

I. 8:30 AM Opening – Tracy Rude, Chair – DISCUSSION/ACTION

II. Call to Order

A. Introductions
   Mr. Hoehn introduced Seana Reichold as new staff attorney. Ms. Woodard introduced new investigators, Susan Wells and Carol Neva. and Lynn Batchelder as new investigator supervisor. Ms. Babbo introduced Janelle Sparks as new administrative assistant for education unit. Mr. Furman introduced Cicely Bacon as new case manager associate who comes from office of immunizations. Saint Martin’s University BSN to RN program students also joined the meeting today.

B. Order of the Agenda
   Dr. Mary Ann Alexander presentation changed to webinar for 9:00 AM instead of original scheduled time at 12:00 PM

C. Correspondence

D. Announcements

III. 8:40 AM Consent Agenda – DISCUSSION/ACTION

Consent Agenda items are considered routine and are approved with one single motion.

A. Approval of Minutes
   1. NCQAC Business Meeting
      a. November 8, 2019
   2. Advanced Practice Sub-committee
      a. September 18, 2019
      b. October 16, 2019
   3. Discipline Sub-committee
      a. October 15, 2019
      b. November 19, 2019
   4. Consistent Standards of Practice Sub-committee
      a. October 15, 2019
   5. Licensing Sub-Committee
      a. October 25, 2019

B. Out of State Travel Reports
**ACTION**: Dr. Baroni moved to approve consent agenda items, seconded by Ms. Randich. Motion carried.

IV. **8:45 AM – 9:30 AM Education Session**  
**International Center for Regulatory Scholarship (ICRS) – Dr. Maryann Alexander, National Council of State Boards of Nursing (NCSBN)**

Ms. Meyer introduced Dr. Maryann Alexander as Director and Chief officer for Nursing Regulation at National Council State Board of Nursing (NCSBN). The NCSBN developed the ICRS to address the growing needs for education for nursing regulatory bodies and its members. The ICRS includes course work for leadership, legislative/policy and research tracts. Dr. Alexander presented the program and how NCQAC members and staff can participate. The program will also be open for students. A discussion initiated by Ms. Tang includes positive comments in addition to Ms. Rude’s positive comments with experience in the program. Ms. Tang questions how program will be funded due to global gaps. Dr. Alexander assured NCSBN funding derives from revenue-generated primarily from NCLEX and no money is taken from the boards. Dr. Baroni shared experience with working with Ms. Alexander on evaluation of courses in which success rates are positive and encouraged staff and members to take the course.

9:30 AM – 9:45 AM Break

V. **9:45 AM – 9:50 AM NCQAC Panel Decisions – No Discussion**

The NCQAC delegated the authority as provided by law for certain decision to a panel of at least three members. A member of the NCQAC must chair panels. Pro tem members of NCQAC may serve as panel members. The following minutes are provided for information.

A. **Nursing Program Approval Panel (NPAP)**  
   1. November 2019  
   2. December 2019  

B. **Nursing Assistant Program Approval Panel (NAPAP)**  
   1. November 12, 2019  
   2. December 9, 2019

VI. **9:50 AM – 10:30 AM Sub-committee Report – DISCUSSION/ACTION**

A. **Advanced Practice – Laurie Soine, Chair**

   1. CMS regulations requiring physician signature and face to face meeting for ordering medical equipment – update

Dr. Soine shared progress with working with stakeholders for about a year on the Health Care Authority rules. Ms. Meyer, Dr. Soine and Ms. Gorski will be meeting with Congressional delegation to address how the rules impact Medicaid recipients and ask for changes.
B. Consistent Standards of Practice – Tiffany Randich, Chair

1. Frequently Asked Questions (FAQs) – Registered Nurse Scope of Practice: Asthma Management, K-12 Settings (Draft)

   **ACTION:** Ms. Randich moved with a second from the sub-committee to approve the Registered Nurse-Asthma Management in K-12 Schools FAQs. Motion Carried.

   Ms. Tang commented on K-12 context as now referred to as Pre-K and suggested a revision to proper wording. Ms. Yu clarified legal reason that many regulations are within common school statute, which is only K-12.

2. Frequently Asked Questions – Licensed Practical Nurse Scope of Practice: Asthma Management in Schools, K-12 Settings (Draft)

   **ACTION:** Ms. Randich moved with a second from the sub-committee to approve the Licensed Practical Nurse-Asthma Management in K-12 Schools FAQs. Motion Carried.

3. Advisory Opinion from the American Lung Association, Seattle Headquarters, Asthma Management in School Settings Committee (September 8, 2000) – Request to Rescind

   **ACTION:** Ms. Randich moved with a second from the sub-committee to rescind the American Lung Association, Seattle Headquarters, Asthma Advisory Opinion from the Management in School Settings Committee. No Discussion. Motion Carried.

4. Frequently Asked Questions – Registered Nurse Scope of Practice: Diabetes Management in Schools, K-12 Settings (Draft)

   **ACTION:** Ms. Randich moved with a second from the sub-committee to approve the Registered Nurse-Diabetes Mellitus Management in K-12 Schools FAQs. Motion Carried.

5. Frequently Asked Questions – Licensed Practical Nurse Scope of Practice: Diabetes Management in Schools, K-12 Settings (Draft)

   **ACTION:** Ms. Randich moved with a second from the sub-committee to approve the Licensed Practical Nurse-Diabetes Mellitus Management in K-12 Schools FAQs. No Discussion. Motion Carried.

C. Discipline – Adam Canary, Chair

1. Procedure Revision - W42 Washington Health Professional Services (WHPS) Drug and Alcohol Testing
Mr. Canary reviewed Section 2B of the procedure. The discipline sub-committee will wait to make recommendations on this procedure until members and staff attend presentations at the National Organization of Alternative Programs and the NCSBN Mid-Year meeting. Presentations on best practices for Alternative to Discipline programs will be made at both meetings.

2. Procedure Revision - W44 WHPS Unauthorized Substance Use

**ACTION:** Mr. Canary moved with a second from the sub-committee that NCQAC approve revisions to Procedure W44, unauthorized substance use related to referring to nurses to substance use and abuse team for unauthorized substance use. Motion carried.

3. Procedure Revision - W32 WHPS Program Non-Compliance and Discharge Criteria

**ACTION:** Mr. Canary moved with a second from the sub-committee to approve revisions to Attachment A of procedure A27, Sanction Standards for RN and LPN. Motion Carried.

Dr. Soine asked if complaints against ARNPs reflect on RN license as well. Mr. Canary and Mr. Hoehn confirmed complaints will reflect both licenses and nurse professionals are required to complete jurisprudence module.

D. Licensing – Jeannie Eylar, Chair

No report from licensing sub-committee today. Anticipated bringing recommendation on Continuing Competencies to the March meeting.

E. Research – Dr. Mary Baroni, Chair

No report from research subcommittee today.

VII. 10:30 AM – 11:10 AM Education Report – Dr. Gerianne Babbo, Dr. Kathy Moisio – DISCUSSION

A. Dean/Directors Nursing Programs

Reported rate of new deans and director from spring to fall 2019 is 21.42% increase. There were nine new deans and directors in state as of fall 2019.

B. Update-Implementation HB 2158

Dr. Babbo reviewed successes in increase for full-time faculty staff and salaries:
• Adjunct faculty salaries increased more than full time faculty. Base pay in faculty also increased.
• Faculty salary increased from 14% to 36% averaging 26.5% increase
• Out of 13 schools on track, 24 new nursing faculty positions in simulation will replace clinical time.
• Workload decreased. Positive outcomes from increase in funds for community college system.
• Increase in enrollment and graduates
• LPN to RN program admission increased.

Ms. Meyer requested more discussion on significance of additional simulation faculty. Dr. Babbo explained that simulation is part of a teaching strategy and faculty need to acquire education in simulation techniques counting as clinical experience. New funding allowed for new faculty and faculty education on simulation. Research shows debriefing of the simulation is where the majority of learning occurs. The observer often learns more than the participants in simulation.

C. NPAP Workshop

Announced Ms. Meyer approved workshop NPAP A and B workshop to come together in late April 2020. Workshops were requested by NPAP members.

Dr. Babbo shared news regarding National Council State Board of Nursing Approval Guidelines. They have been re-printed and are having a virtual conference on Feb 4, 2020. They have finished quantitative and qualitative study and have evidence based program approval guideline. Will be discussed more at NPAP conference.

D. Nursing Assistants – Strategic Plan Progress Update

Dr. Kathy Moisio updated the strategic plan objectives:
1. Implementing full statutory authority over competency evaluation of nursing assistants by establishing direct contract with testing vendor via amendment to the Medication Assistant Certification Examination (MACE) contract. Contract completed and signed in December 2019.
2. Data, structure, functionality and performance metrics improved in new contract.
3. Negotiating long term contract – New contract is for two years to allow time for Long Term Care Budget Proviso group to make recommendations to the Governor and legislature.
4. Long Term Care Budget proviso – 2019 report submitted to Governor and Legislature.
5. Obtaining licensing and discipline authority for nursing assistants – In progress.

VIII. 11:10 AM – 12:00 PM Legislative Process – Gail Yu – DISCUSSION/ACTION
Ms. Yu presented the legislative process from introduction of a bill through implementation of a new law. Ms. Morell reached out to the students in the audience to advocate for a bill related to them for their constituents.

12:00 PM – 1:00 PM Lunch

IX. 1:00 PM Open Microphone
No one signed up for the presentation.

X. 1:05 PM – 2:10 PM Legislative Panel – Dr. Mary Baroni – DISCUSSION/ACTION
At the November meeting, the NCQAC agreed the Legislative Panel will study and make recommendations on any legislation related to apprenticeship programs and nursing education. Dr. Baroni, chair of the legislative panel, presented the issues and recommendations from the panel.

Dr. Baroni reported Senate Bill 5236 failed to progress into law in 2019, but believes it may be re-introduced this year. Dr. Baroni presented a draft document describing apprenticeship in nursing.

**ACTION:** Dr. Baroni moved for NCQAC to open WAC 246-840-101 and WAC 246-840-840 to include licensed practical nursing students as nurse technicians. Seconded by legislative panel. Motion carried.

Dr. Baroni requested Ms. Meyer to share the legislative panel apprenticeship brief document with Washington Center for Nursing members and other partners. Question lead to action necessary to accept draft document as a final.

**ACTION:** Ms. Poole moved to accept the legislative panel apprenticeship brief. Ms. Guilford seconded. Motion carried.

XI. 1:20 PM – 2:00 PM Executive Director Report – Paula Meyer – DISCUSSION/ACTION

A. Budget Report – Lois Hoell, Kathy Anderson

1. Budget Status Report October 2019
Ms. Anderson reviewed the financial data. As of October, all but two positions have been hired. There has been slower spending in first few months.

2. Nursing Budget Status Report October 2019
Ms. Anderson reported overall revenue balance is growing. Ms. Anderson reported 11% underspent compared to 8-9% underspent last year. The report showed travel and equipment were overspent due to July 2019 NCQAC
two-day business meeting and purchase of new lap tops to replace NCQAC lap tops.

B. Performance Measures Report

Ms. Meyer reviewed the reports.
1. NCQAC
   Ms. Meyer reported on open investigations and investigations completed as moving up to target goal.
2. Legal
   Report anticipated changes because of new staff attorney.
3. WHPS
   Anticipated changes for new procedures and strategic initiatives to increase number of participants in program. Ms. Meyer predicted with new procedures and initiatives, there will be increase in caseloads. It is expected NCQAC will propose a decision package to increase support and resources as growth occurs.
4. NAPAP
   Long term care budget proviso group currently working on report.
5. NPAP
   Strong trend identified continues to move in right direction. Needs to review process improvements from one panel to the other. Ms. Eylar requested clarification on performance measure reports for next meeting.

C. D. Rules Update - Brandon Williams

1. Rules Report
   ARNP practice hours package moving and anticipate hearing at the March 13 business meeting. NCQAC was first to get rules into system addressing 2019 legislative change.

2. Rules Report Additional Documentation
   Senate Bill 5380 on the requirement for the Prescription Monitoring Program. The bill provides an opportunity for NCQAC and DOH to create a waiver system. NCQAC members raised several questions regarding larger providers taking advantage of smaller providers and why people are not abiding by this system. Mr. Williams will continue to gather information. Mr. Hoehn assured there will be a system created for the waiver if the bill is successful.

XII. 2:00 PM – 3:00 PM Washington Center for Nursing – Sofia Aragon– DISCUSSION/ACTION

Ms. Aragon, executive director, Washington Center for Nursing, updated the NCQAC on the work of the Center. RCW 18.79.202 describes the collection of a $5 surcharge on licenses to be granted to a Central Nursing Resource Center. The Department of Health, with the consultation of the NCQAC, administers the grant through a contract. Ms. Aragon provided highlights of
major pieces of RN, LPN, and ARNP demographic data. Mr. Benn Stubb, from University of Washington Center for Workforce Statistics reported analysis on demographic work and education history of licensing renewal. Data collection comes from NURSYs E Notify. Mr. Stubb addressed limitations to analysis:

- Duplicate ARNP/RN licenses in system
- Selecting NURSYs records for active licenses was initially limited to only those nurses licensed from 2015 forward; this was alleviated and now contains all nurses licensed
- Incomplete data: some nurses did not complete all data fields

The goal is to create separate reports on response rates for different license types. Results will be included on next report at the end of quarter. Ms. Poole addressed phishing concerns surrounding the NURSYs survey given out to nurses and suggested this issue be added as a barrier. Some nurses did not understand that the collection is required and the letters they received are from the NCQAC. Mr. Stubbs and Ms. Aragon agreed it is important to gather current data and recognize limitations and strengths.

3:00 PM – 3:15 PM BREAK

XIII. 3:15 PM – 4:15 PM HSQA Performance Measurement - Kristin Peterson – DISCUSSION/ACTION

According to the Performance Agreement with Health Systems Quality Assurance, Ms. Peterson presents to the NCQAC every January meeting. Ms. Peterson updated the NCQAC on performance measures, comparison with HSQA and other boards and commissions. Ms. Peterson reported as a whole more than 15,202 credentials were issued within the last quarter.

XIV. 3:15 PM – 4:00 PM Chair Report – Tracy Rude – DISCUSSION/ACTION

A. Nurse Licensure Compact meeting with Washington State Nurses Association (WSNA)

1. WSNA Nurse Licensure Compact – Questions
   The NCQAC participated in a meeting on January 7 with members from WSNA, SEIU/1199 and UFCW unions. Representative Ricelli and Senator Cleveland participated by phone. Dr. Baroni reported that many of the unresolved questions from last business meeting were resolved pertaining to data and communication. NCQAC provided number of multistate licenses with compact as requested by WSNA. Ms. Hoell reported that there were no information offered for how much revenue loss NCQAC would lose if Washington State becomes compact. Dr. Soine requested a framed summary of WSNA’s major worries going for the compact license. Ms. Meyer responded with two main reasons: notification to the state board where the
nurse is practicing and practice differences across different states. Adjustments to be made for fiscal assumptions.

2. Uptake by state 112019
3. ICNLCA rules 010119
4. Discipline caseload_2014

Nominating Committee Report – Kathy Moisio

Ms. Moisio and Ms. Lori Underwood reported:
- Ms. Guilford serves Chair
- Ms. Strader and Ms. Randich, committee members
- Three charges: Candidates for officers, NCSBN award, NCQAC award
- Committee appointed in November
- NCQAC March 2020 Business Meeting: Slate of candidates presented
- NCQAC May 2020 Business Meeting: Election

B. NCQAC member recruitment

Ms. Hoell’s second term ends on June 30, 2020. This position requires a registered Nurse without further qualifications. Ms. Rude, Dr. Baroni, Ms. Poole and Ms. Eylar will finish their second terms next year, 2021. Ms. Higby and Ms. Ness eligible for reappointment 2021. Mr. Canary is finishing his first term and is eligible for reappointment. Ms. Tang completed one full term and two partial terms. Ms. Tang is eligible for reappointment for a second full term. Announcement of the vacancies will be communicated through our list serve and posted on the webpage.

XV. 4:00 PM Meeting Evaluation

The NCQAC members agreed meeting was successful and webinar managed by staff and Ms. Rude were excellent. Several members expressed concerns of the temperature of conference room and hope minor technical issues will improve for future meetings.

XVI. Meeting adjourned at 4:20 PM