



**Nursing Care Quality Assurance Commission (NCQAC)
Business Meeting Minutes
May 14, 2021
8:30 AM- 5:00 PM**

Commission Members:

Jeannie Eylar, MSN, RN, Chair
Mary Baroni, PhD, RN, Vice-Chair
Adam Canary, LPN, Secretary/Treasurer
Ella B. Guilford, MSN, M.Ed., BSN, RN
Dawn Morrell, RN, BSN, CCRN
Helen Myrick, Public Member
Sharon Ness, RN
Donna L. Poole MSN, ARNP, PMHCNS-BC
Tiffany Randich, RN, LPN
Tracy Rude, LPN
Laurie Soine PhD, ARNP
Yvonne Strader, RN, BSN, BSPA, MHA
Cass Tang, Public Member
Kimberly Tucker PhD, RN, CNE

Assistant Attorney General:

Sierra McWilliams, Assistant Attorney General

Staff:

Paula R. Meyer, MSN, RN, FRE, Executive Director
Chris Archuleta, Director, Operations
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
John Furman, PhD, MSN, CIC, COHN-S, Washington Health
Professional Services (WHPS) Liaison
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,
WHPS
Alana Llacuna, Administrative Assistant
Kathy Moisio, PhD, RN, Director, Nursing Assistant Programs
Catherine Woodard, Director, Discipline and WHPS

The NCQAC digitally records meetings to assist in the production of accurate minutes. All recordings are public record. NCQAC posts the minutes of the meeting on our website after approval at the July 9, 2021 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 – Jeannie Eylar, Chair – DISCUSSION/ACTION

II. Call to Order

- A. Orientation to Zoom**
- B. Introductions**
- C. Order of the Agenda**
- D. Correspondence**
- E. Announcements**

III. 8:45 AM - 8:55 AM Consent Agenda – DISCUSSION/ACTION

NCQAC considers Consent Agenda items as routine and approves the items with one single motion

ACTION: Dr. Soine moved with a second from Ms. Tang to adopt the consent agenda. Motion carried.

A. Approval of Minutes

- 1. NCQAC Business Meeting – March 12, 2021
- 2. Advanced Practice Sub-committee
 - A. February 17, 2021
 - B. March 17, 2021
- 3. Discipline Subcommittee
 - a. February 16, 2021
 - b. March 16, 2021
- 4. Consistent Standards of Practice Subcommittee
 - A. February 6, 2021
- 5. Licensing Subcommittee
 - A. January 22, 2021
 - B. February 26, 2021
- 6. Research Subcommittee
 - A. February 16, 2021
 - B. March 15, 2021

B. Performance Measures

- 1. Investigations
- 2. Legal
- 3. Washington Health Professional Services (WHPS)
- 4. Nursing Assistants
- 5. Nursing Education

C. Washington Center for Nursing, NCQAC Executive Director Monthly meeting, April 20, 2021

IV. 8:55 AM – 9:00 AM NCQAC Panel Decisions – DISCUSSION

The NCQAC delegates the authority as provided by law for certain decisions 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 decisions were provided for information.

A. Nursing Program Approval Panel (NPAP)

1. March 18, 2021
2. April 1, 2021
3. April 15, 2021
4. April 30, 2021 (Emergency Covid Curricular Adjustment)
5. May 6, 2021

B. Nursing Assistant Program Approval Panel (NAPAP)

1. March 8, 2021 (Regular Meeting)
2. March 22, 2021 (Rules Meeting)
3. April 12, 2021 (Regular Meeting)

C. Advanced Practice Panel

1. July 15, 2020
2. January 20, 2021

V. 9:00 AM – 9:30 AM Chair Report – Jeannie Eylar – DISCUSSION/ACTION

A. 2022 Hearing dates

There is no information whether the 2022 hearing dates will be held in person or remotely yet. Ms. Eylar requested members to sign up for hearings and contact Adena Nolet, hearings officer, with dates of availability.

B. NCSBN Midyear meeting report

NCQAC Members who attended the meeting shared their experiences from the meeting. Members expressed appreciation towards Dr. Dickison' presentation on the direction of the National Council Licensure Examination (NCLEX) as far as IT improvement for the next generation.

Ms. Tang reported on the Nurse Compact Licensure (NLC) meeting. Ms. Tang found the NLC meeting interesting as they have improved their regulations and organizations and learned how they handle nuances in different states.

C. NCQAC Evaluation: The survey will be sent to NCQAC and pro tem members in May with the live dates

The survey will be released June 2, 2021. All NCQAC members will have until June 15, 2021 to complete surveys. Ms. Ness and Ms. Myrick volunteered to review the results and present at the July Business Meeting.

D. NCSBN Annual Meeting

1. Delegates: chair and executive director

The National Council States Boards of Nursing (NCSBN) meeting will be held virtually, August 18 - 20, 2021. Ms. Eylar requested volunteers in addition to the vice chair and secretary/treasurer to attend the annual meeting. Members need to contact Ms. Eylar by email to attend the meeting. Ms. Meyer and the new chair serve as the delegates. The new vice chair and secretary/treasurer serve as alternate delegates

Dr. Baroni shared experience from the last NCSBN annual meeting and asked if Ms. Meyer could reach out to the NCSBN board to have critical items moved to the beginning of the agenda instead of the end. NCQAC approved letters from the advanced practice subcommittee to NCSBN expressing their disappointment in the handling of the agenda last year. Ms. Meyer will add the letters to the July meeting for review and share agenda items from the 2021 NCSBN Annual meeting when they are released.

VI. 9:30 AM – 10:00 AM Executive Director Report – Paula Meyer – DISCUSSION/ACTION

A. Budget Report – Adam Canary, Chris Archuleta

Mr. Archuleta reported:

- Budget overall underspent by 3.5%.
- Revenue balance remains strong.
- HELMS Project withdrawal of 2.3M scheduled for June 2021.
- Anticipated to spend more in salaries for staff due to temporary staff hired.

The conference budget passed by the legislator had several provisos that directly impacted the NCQAC:

1. Requirement for NCQAC to work with state auditor's office for work performance audit (time it takes to process out of state licenses).
2. Allotment of \$450,000 from general fund to create a pathway for home care aides to licensed practical nurses (LPN).
3. The NCQAC was given the authority to hire enough staff to turn around nursing licenses within 7 days.

The legislature approved NCQAC to spend the money from the NCQAC fees. However, that amount was mistakenly placed in the Washington Center for Nursing (WCN) account for the 2021 supplemental budget. The NCQAC is not able to access this account. Ms. Meyer, Ms. Woodard and Mr. Archuleta met with the Office of Financial Management (OFM) on May 16, 2021 to work on getting the funds appropriated to the correct account. A decision package will be submitted for the 2022 supplemental budget to address licensing staffing needs.

Mr. Canary and Mr. Archuleta work together to start collecting other data points allowing projection of number of future nurses. NCQAC makes the data available on the NCQAC website and analyzing further for future projections.

Dr. Moisio and Dr. Baroni shared updates on the grant applications and plans for funds:

1. The legislature granted \$450,000 to plan the Home Care Aide (HCA) to Nursing Assistant Certified (NAC) to LPN apprenticeship pathway for the next year.
2. Applied for federal grant funding for community projects through State legislators that would go through implementing and piloting of the HCA to NAC to LPN apprenticeship.
3. Working with Green River College and Yakima Valley College for proposals for an LPN to Bachelor of Science in Nursing (BSN) program.

Ms. Meyer suggested bringing updates to the July Business meeting.

B. Strategic Plan Update

1. Communications

Ms. Tang gave the update. The Communications strategic plan included meeting the needs of external communications by streamlining processes and the development of the new NCQAC website.

Mr. Archuleta updated on contracting with Washington Technology (WA-Tech) for the NCQAC website. Staff submitted the draft contract to the DOH Contracts office. A summary of results from a survey of staff assists in the development of the new NCQAC website. The task force will also conduct stakeholder focus group meetings to gather information to assist in the website development.

2. WHPS

Dr. Furman updated on the WHPS strategic plan:

- Center for Public Affairs (C4PA) and Dr. Furman worked on a brochure to promote and expand on the WHPS Community Outreach Plan.
- The Fall Substance-Use and Disorder virtual one-day conference planned for October.
- Reached out to Ms. Aragon at the WCN for possible collaboration to focus on health and wellness approach in conjunction with WHPS.
- A LinkedIn network composed of hospital leadership developed for more networking and outreach as a type of social media communication.

3. Academic Progression in Nursing/LPNs

Dr. Gorski shared progress with developing work. Communication between executive officers included sharing issues around LPN scope of practice. Need to standardized practices in LPN scope of practice exists.

Dr. Gorski and Ms. Meyer plan more meetings to gather more information for this work.

4. Nursing Assistants

Dr. Moisisio shared long term care steering committee work to be completed by June 30, 2021, including plans for testing and revisions.

C. Rules Update – Shad Bell

1. Non-emergent rules

Mr. Bell shared updates on rules packages:

- Emergency rules package one and two are set to expire May 20, 2021.
- The LPN to Nurse Technician 102 rules package currently being worked through the Department of Health for review.
- Nursing Assistant Standards, two chapters of rules are being worked on for draft language.
- Continuing competency rules package filed and becomes effective June 12, 2021.

D. HELMS update

Continuous testing called “sprints” of the systems and business requirements put in place. The HELMS system is behind schedule and anticipated to have a large budgeted outlay in June 2021.

E. April 14 Senate Health and Long-Term Care Work session, Nurse Licensure Compact

A presentation to the Senate Health and Long-Term Care Work session took place to share benefits and impact of the nurse licensure compact. Nurses, nurse educators, members of the Washington State Nurses Association and student, Dajana McNabb presented their challenges and benefits of the nurse licensure compact.

10:00 AM – 10:15 AM Break Nurses’ Week Recognition announcement by Ms. Eylar

VII. 10:15 AM – 11:30 AM Subcommittee Report – DISCUSSION/ACTION

A. Consistent Standards of Practice – Tiffany Randich, Chair

1. Administration of Botox: Role of the Licensed Nurse (June 16, 2004) – Request to Rescind

ACTION: Ms. Randich moved with a second from the Subcommittee to rescind the 2004 document of that title. Motion carried.

2. Lasers in Skin Care Treatment (Undated) – Request to Rescind

ACTION: Ms. Randich moved with a second from the subcommittee to rescind the undated document. Motion carried.

3. Cosmetic/Aesthetic Dermatologic Procedures Advisory Opinion

ACTION: Ms. Randich moved with a second from the Subcommittee to approve the advisory opinion to replace the old *Administration of Botox and Lasers in Skin Care Treatment* position statements previously requested to rescind. Motion carried.

4. Registered Nurse First Assistant Advisory Opinion Revision

ACTION: Ms. Randich moved with a second from the Subcommittee to approve revisions to the advisory opinion to clarify the difference between a certified Registered Nurse First Assistant (RNFA) and a non-certified RNFA, as well as the role of the RN performing as RNFA position in surgeries using robotics. Motion carried.

B. Discipline – Adam Canary, Chair

1. Procedure A.34 Early Remediation

ACTION: Mr. Canary moved with a second from the Subcommittee to adopt the A.34 Early Remediation procedure. Motion carried.

2. Procedure A.06 Review of Commission Reports

ACTION: Mr. Canary moved with a second from the Subcommittee to adopt the A.06 Review of Commissions Reports. Motion carried.

3. Substance Use Disorder Review Panel (SUDRP) proposal

ACTION: Mr. Canary moved with a second from the Subcommittee the NCQAC adopt the SUDRP proposal. Motion carried.

C. Licensing – Jeannie Eylar, Chair

1. Josef Silny & Associates, Inc., International Education Consultants

The NPAP recommended the Josef Silny & Associates, Inc. transcript evaluation service for international applicants to aide licensing staff.

ACTION: Ms. Eylar moved with a second from the licensing subcommittee to approve Josef Silny & Associates, Inc., International Educational Consultants as a third-party transcript evaluation service. Motion carried.

2. Continuing Competency Communication Plan

Dr. Soine recommended to remove any ARNP information as it is potentially misleading and clearly define term, “continue competency” by using the terms “practice hours” and “continuing education”. Discussions between NCQAC members begun around the language of continuing competency requirements.

Ms. Meyer suggested to refer to WAC 246-840-210 and definitions of active nursing practice, continuing competencies, and continuing nursing education to help clarify and strengthen the document.

The continuing competency communication plan was tabled until July NCQAC Business meeting.

D. Research – Dr. Mary Baroni, Chair

1. Business Plan

The data task force was formed by the NCQAC in 2016. The NCQAC members that participated in the group transitioned into the research subcommittee in 2018. Immediate goals were presented to help guide agenda and new members in terms of orienting them and meeting items and goals.

The research subcommittee shares their business plan for feedback and approval.

ACTION: Dr. Baroni moved with a second from the research subcommittee to approve and support the research subcommittee business plan. Motion carried.

VIII. 11:30 AM – 12:00 NOON Education – Dr. Gerianne Babbo, Dr. Kathy Moiso - DISCUSSION/ACTION

A. Nursing Education

1. NCLEX Testing Updates

No issues with students being able to access the NCLEX. Pearson Vue guaranteed to initiate mitigation strategies if issues arise. Mitigation strategies include opening the test centers to six days per week and three shifts of testing per day.

2. Graduate page on the education website

A page was added to the NCLEX website providing graduates with information on how to apply for NCLEX and a license. The goal of adding the information is to decrease call volumes and increase information available as a reference for new graduates.

3. COVID/Nursing Program Updates

A. Summary Report (simulation, direct care, and observation hours)

Nursing programs will submit summary reports on cohort data on or by June 30, 2021. Dr. Baroni volunteered to analyze and enter the data.

B. Summer Guidelines for Nursing Programs

Summer guidelines were released to nursing programs, April 30, 2021.

4. Education Dashboard

Plans to develop a data dashboard specific to education will include data such as NCLEX pass rates, total nursing program applicants, total number of graduates, faculty vacancies and demographic data.

B. Nursing Assistant Training Updates

1. Nursing Assistant Certification Examination
Pearson Vue will be transitioning to Credentia, their Nurse Aide certification examination contract with NCQAC.
2. Nursing Assistant Training Program Curriculum
Dr. Moisio shared the details of the training program curriculum.
3. Long Term Care Workforce Steering Committee Final Report Draft

ACTION: Ms. Rude moved with a second from Dr. Soine to adopt the final report to describe the steering committee's work for submission to the legislature with addition to exploring emergency COVID funds for help and support. Motion carried.

12:00 NOON – 1:00 PM Lunch

IX. 1:00 PM – 1:15 PM Open Microphone

Open microphone is for public presentation of issues to the NCQAC.

No one signed up for this presentation.

X. 1:15 PM – 1:45 PM Race, Ethnicity, Gender and Diversity Critical Gap Group – Sofia Aragon, Victoria Fletcher – DISCUSSION/ACTION

A. Six Critical Gap Groups were formed resulting from the 2019 Nursing Workforce reports. Each of the six groups was to include a goal associated with diversity. Ms. Fletcher, leader of the Race, Ethnicity, Gender and Diversity critical gap group, and Ms. Aragon, held a meeting with the critical gap group leaders to discuss their goals. Ms. Aragon and Ms. Fletcher presented their work.

Dr. Baroni shared their input on the importance of the standardized dashboard to increase transparency among nursing education programs.

B. Update for July Report will be presented.

Ms. Aragon gave the report. Ms. Meyer shared how more information and data collection around demographics will be more helpful to transition to the new database, HELMS.

1:45 PM – 2:00 PM BREAK

XI. 2:00 PM – 2:30 PM Washington Health Professional Services Internal Compliance Report – Kristina White, Jeremy Stephen

The NCQAC requested an internal audit of the WHPS program to assure compliance with laws, rules, and procedures. Ms. White and Mr. Stephen presented the results of the

internal compliance review. The NCQAC determined if there were any items requiring attention, urgency and assignment.

ACTION: Mr. Canary moved with a second from the discipline subcommittee to accept the internal control review report with the understanding that staff have already implemented some recommended changes for the WHPS program as discussed, and approve staff implementing further recommendations listed in the report. The report will be further discussed at the May 20, 2022 discipline subcommittee meeting. Motion carried.

XII. 2:30 PM – 3:00 PM Washington Health Professional Services (WHPS) Annual Report – Catherine Woodard, John Furman, Grant Hulteen – DISCUSSION/ACTION

Procedure W 49.01 Performance Reports and Procedure Review requires an annual report from the WHPS program to be presented to the NCQAC. The procedure describes the elements to be included in the report. The NCQAC may adopt the report or comment on the report.

ACTION: Mr. Canary moved with a second from Ms. Strader to approve the WHPS annual report. Motion carried.

XIII. 3:00 PM – 4:00 PM Emergency Rules Task Force – Kimberly Tucker, Tiffany Randich, Laurie Soine, Helen Myrick - DISCUSSION/ACTION

During the COVID 19 pandemic, the Governor declared a state of emergency. Emergency rules, waivers and proclamations were adopted to allow nursing care to continue without undue barriers. Emergency rules were evaluated by NCQAC members and staff with recommendations to be permanent or withdrawn. At the March NCQAC meeting, Ms. Eylar appointed Dr. Tucker, Ms. Randich, Dr. Soine and Ms. Myrick to work with staff to make recommendations on the emergency rules to the NCQAC at this meeting.

ACTION: Ms. Eylar moved with a second from Dr. Tucker to approve WAC 246-840-365, WAC 246-840-367, WAC 246-840-533 and WAC 246-840-930 to move forward and file as a CR101. Motion carried.

XIV. 4:00 PM – 4:30 PM Legislative Panel – Mary Baroni - DISCUSSION/ACTION

Dr. Baroni, as the vice chair of the NCQAC, chairs the legislative panel. During the legislative session, the panel reviews legislative bills and takes actions for the NCQAC. Ms. Meyer reviewed the bills that directly impacted NCQAC business and actions to occur.

XV. 4:30 PM – 4:45 PM Election of Officers – Jeannie Eylar - DISCUSSION/ACTION

According to [RCW 18.79.100](#), the NCQAC annually elects officers. The slate of candidates was presented at the March NCQAC meeting. The NCQAC members voted for the chair, vice chair and secretary/treasurer.

Chair	Laurie Soine
Vice Chair	Dawn Morrell Tiffany Randich
Secretary/Treasurer	Adam Canary Cass Tang

NCQAC members voted for each position using Zoom chat functions. Dr. Soine elected by 14 votes as NCQAC Chair. Ms. Randich received 12 votes and Ms. Morrell received 2 votes for the vice chair position. Mr. Canary received 9 votes and Ms. Tang received 5 votes for the Secretary/Treasurer position. New officers will take their seats at the July NCQAC meeting.

XVI. 4:45 – 5:00 PM Meeting Evaluation

Several NCQAC members requested an in-person meeting for the July Business meeting and deferred to Ms. Meyer for more information. Ms. Meyer explained the process which involved confirming with the Governor’s office on the reopening, June 30th and confirming the lift on ban for reimbursement and traveling. Members expressed their appreciation and excitement in the newly elected officers, the progression of the long-term care work, and involvement of all work accomplished this year.

XVII. Meeting adjourned at 4:47 PM.