



**Nursing Care Quality Assurance Commission (NCQAC)
Research Subcommittee Meeting Minutes
September 20, 2021 5:00 p.m. to 6:00 p.m.**

Committee Members: Sharon Ness, RN, Chair
Mary Baroni, PhD, RN
Yvonne Strader, RN, BSN, BSPA, MHA
Katie Haerling, PhD, RN, CHSE
Jamie Shirley, PhD, RN
Deb Smith DNP, ARNP, FNP-BC

Staff: Mary Sue Gorski, PhD, RN, Director of Advanced Practice and Research
Chris Archuleta, Director, Operations
John Furman, PhD, MSN, CIC, COHN-S, Washington Health Professional Services (WHPS) Liaison/Research
Jessilyn Dagum, Research Assistant

I. 5:00 PM Opening – Sharon Ness

Call to order

- Introduction
- Public Disclosure Statement
- Roll Call

II. Standing Agenda Items

- Announcements/Hot Topic/NCQAC Business Meeting Updates
 - Sharon shared highlights from the September 9th and 10th commission meeting. Yvonne added that the Communication Task Force is making progress in the work being done on the NCQAC website.
- Review of Draft Minutes: July 19, 2021
 - Reviewed with the consensus to be bring to the November commission meeting for approval.

III. Old Business

- Continuing Competencies Evaluation Plan Update
 - Sharon provided an updated on the group's work. Procedure A56.01 Continuing Competency Reviews was approved at the September commission meeting. This procedure speaks to the disciplinary element of the continuing competency evaluation plan. The group hopes to have a recommendation presented to the commission in January. Mary asked if assigning continuing competency audits would only be the responsibility of the case management team (CMT) or if it would be the responsibility of reviewing commission members (RCMs) as well. Yvonne and Sharon noted they would raise this question to the necessary groups.

IV. New Business

- Research Procedures cont.
 - The subcommittee focused their review on the following two documents during the meeting.
 - Research Subcommittee Description
 - Mary noted that the first 2 items listed under Duties and Responsibilities of the subcommittee seem to be the duties of the chair. Asked that duties of the chair and responsibilities of the subcommittee be separated.
 - Mary suggested they add, “Review and revise the Strategic Action Plan as needed” to the responsibilities of the subcommittee.
 - R02.02 Student Engagement
 - Jessilyn presented on the Student Engagement work. Sharon and Jamie will review the draft Student Engagement Exit Survey prior the subcommittee review. The subcommittee discussed and reviewed the procedure. Mary Sue agreed to send the Washington State Institutional Review Board (WSIRB) presentation slides to the subcommittee.
 - Mary noted that the effective date, chair, and procedure number need to be updated.
 - The subcommittee decided to change the Research Subcommittee’s evaluation review from twice a year to once a year.
 - Jamie asked about the recruitment process for the student engagement program. Mary Sue gave a brief overview of the process and next steps.

V. Ending Items

- Open Microphone (as time permits)
- Review of Actions
- Meeting Evaluation – All
- Date of Next Meeting – October 18, 2021
- Adjournment – 5:58 PM