



**Nursing Care Quality Assurance Commission (NCQAC)  
Meeting Minutes  
March 11, 2022 8:30 AM- 5:00 PM**

**Commission Members:**

Laurie Soine PhD, ARNP, Chair  
Tiffany Randich, RN, LPN, Vice-Chair  
Adam Canary, LPN, Secretary/Treasurer  
Jonathan Alvarado RN, ARNP  
Quiana Childress GCertHealthSc, BS, LPN  
Mabel Ezeonwu PhD, RN  
Ella B. Guilford, MSN, M.Ed., BSN, RN  
Dawn Morrell, RN, BSN, CCRN  
MaiKia Moua, RN, BSN, MPH  
Helen Myrick, Public Member  
Sharon Ness, RN  
Yvonne Strader, RN, BSN, BSPA, MHA

**Excused**

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  
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 and WHPS  
Bethany Mauden, Administrative Assistant  
Kathy Moisio, PhD, RN, Director, Nursing Assistant Programs  
Catherine Woodard, Director, Discipline and WHPS

**I. 8:30 AM Opening – Laurie Soine, Chair – DISCUSSION/ACTION**

**II. Call to Order**

**A. Introductions**

**B. Order of the Agenda**

**ACTION:** It was moved by Ms. Ness and seconded by Ms. Strader to adjust the agenda by moving the report for Advanced Practice to after the rules hearing in section IX. Motion carried.

**C. Land Acknowledgement – Adam Canary**

**D. Announcements**

No announcements.

### **III. Consent Agenda – DISCUSSION/ACTION**

**ACTION:** Consent Agenda items are considered routine and were approved with one single motion. Ms. Ness moved and seconded by Ms. Guilford to accept the consent agenda. Motion carried.

#### **A. Approval of Minutes**

1. NCQAC Business Meeting –
  - a. January 14, 2022
2. Advanced Practice Subcommittee –
  - a. December 15, 2021
  - b. January 19, 2022
3. Discipline Subcommittee –
  - a. December 21, 2021
  - b. January 18, 2021
4. Consistent Standards of Practice Subcommittee –
  - a. December 3, 2021
5. Licensing Subcommittee –
  - a. November 16, 2021
  - b. December – No Meeting
  - c. January 18, 2022
6. Research Subcommittee –
  - a. November 15, 2021
  - b. December – No Meeting
  - c. January – No Meeting

#### **B. Letter from NCSBN President Jay Douglas**

#### **C. Performance Measures**

1. Investigations
  - a. December 2021
  - b. January 2022
2. Legal
  - a. December 14, 2021
  - b. January 2022
3. Washington Health Professional Services (WHPS)
  - a. December 2021
  - b. January 2022
4. Nursing Program Approval Panel (NPAP)
5. Nursing Assistant Program Approval Panel (NAPAP)

#### **D. Washington Center for Nursing/NCQAC monthly meetings**

1. December 14, 2021
2. January 25, 2022

#### **E. Licensing Report to the Governor’s Office**

#### **F. Travel Reports**

1. Council on Licensure, Enforcement, and Regulation (CLEAR) Winter Symposium, January 5, 2022, Virtual Conference; Amy Sharar, Laura Christian

### **IV. NCQAC Panel Decisions – DISCUSSION**

The NCQAC delegated 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. No discussion took place.

**A. Nursing Program Approval Panel (NPAP)**

1. January 6, 2022
2. January 20, 2022
3. February 3, 2022
4. February 10, 2022
5. February 22, 2022

**B. Nursing Assistant Program Approval Panel (NAPAP)**

1. January 10, 2022
2. January 20, 2022
3. February 14, 2022

**V. Chair Report – Laurie Soine – DISCUSSION/ACTION**

**A. Joint Operating Agreement (JOA)**

1. Delegation to officers  
**ACTION:** Ms. Strader moved to delegate the negotiation of the draft Joint Operating Agreement to the officers of the NCQAC. Second by Ms. Childress. Motion carried.
2. Current JOA
3. Timeline proposal

**B. Recruitment of new members**

1. Members completing the first and second terms
2. Desired qualifications for new members  
The NCQAC is seeking members for ARNP, RN, LPN, and public members.
3. Timeline  
Applications are open year-round; the priority deadline is March 31.
4. Efforts to recruit public members

**C. Land Acknowledgement for the May and July meetings**

**ACTION:** Ms. Ness volunteered to complete the May land acknowledgement. Ms. Myrick volunteered to complete the July land acknowledgement.

**D. Travel**

The travel bans to be lifted on March 23, on March 12 the mask mandates to be also lifted.

**E. Locations for May, July, and September meetings**

**ACTION:** The NCQAC discussed the locations for the upcoming meetings. For May – Hybrid 7 votes, Virtual 4 votes. The meeting will be held in a hybrid format, the in-person component will be at the Department of Health in Olympia.

July – two-day meeting – To be discussed at the May meeting.

September - To be discussed at the May meeting.

**VI. Executive Director Report – Paula Meyer – DISCUSSION/ACTION**

**A. Budget Report – Adam Canary, Chris Archuleta**

The report covered the period of July 1, 2021, through January 31, 2022. The NCQAC budget is underspent by 3.5% and the current revenue balance is \$4.8M.

Highlights:

- o The Attorney General bill continued to come in above budget due to ongoing litigation.
- o Salaries and Benefits continued to trend above budget due to hiring nine project

positions to process licenses in seven days or less.

- o Rent and IT Support & Software Licenses –Savings shown is due to coding error in the first three months of the biennium. This caused charges being paid indirects instead of charged to the programs.
- o HP Investigations, Legal Services, Public Disclosure – these service unit costs are charged based on actual hours or files reviewed. To date actual use appears lower than last biennium.
- o Online Healthcare Provider License – 60% of the allotments are for the database vendor contract. This contract has not yet been paid for the current fiscal year.

#### FISCAL OUTLOOK:

The combination of revenues exceeding estimates by 3% and underspending the budget by 3.5% resulted in a gain of more than \$600K to our revenue balance. There are several upcoming key expenses that will impact the bottom line. NCQAC owes \$5.4M for HELMS to be withdrawn in the 21-23 biennium. There will be additional expenditures related to the licensing and nursing assistant decision packages. It is anticipated that the reserve balance dropping below recommended levels in FY23. In response, NCQAC requested the secretary open a CR-101 to explore the need to increase fees. The CR-101 was filed in November and three fee workshops held in December. Two additional fee workshops are scheduled in late March before the NCQAC will recommend fee adjustments.

## **B. Strategic Plan Update**

### 1. Communications

NCQAC Communications identified three goals, and the objectives listed in the workplan table support these goals:

- Provide exceptional communications internally and externally.
- Develop and implement a strong and meaningful identity for NCQAC, to include mission, vision statement, and logo.
- Ensure accessibility and inclusivity in all aspects of communication with the public and interested parties.

### 2. Washington Health Professional Services (WHPS)

Goal: Increase the number of nurses enrolled in the Washington Health Professional Services (WHPS) program voluntarily and in lieu of discipline by 25% every two years through education, early identification, referral to treatment, and advocacy.

NCQAC and WHPS staff do this by promoting the just culture model and employment retention. Baseline from 2019: 300 nurses; Projected 2021: 375 nurses; Projected 2023: 469 nurses; Projected 2025: 587 nurses.

### 3. Academic Progression – LPN

Goals: Evaluate the demand for licensed practical nurses and registered nurses in long term care in the state. Continue the conversation of the appropriate degree preparation for LPNs and RNs.

### 4. Nursing Assistants

Goal: Streamline nursing assistant training and testing processes, expand capacity through use of technology, and support progression into nursing as evidenced by the following outcomes:

- New training program applications consistently reviewed in 7-10 days;
- Statewide first-time test-taker pass rates (average, annualized) improved to 75% for 2023 and to 80% by 2024.
- Testing capacity increases to 22,932 test-takers per year (119% increase) through use of a virtual approach.
- Quantitative ratings of >3.7 on a 5-point scale on electronic surveys regarding the new curriculum by training programs and students at 6-, 12-, and 18-months post-implementation; and

- The LPN Registered Apprenticeship Program (LPN RAP):
  - o Enrolls 45 students (15 at each pilot site) in three different geographical areas in 2023; and
  - o the completion rate for students in the pilot is >85%.

**C. Rules Update – Shad Bell, Bonnie King, Chris Archuleta**

1. Rules update

Most rules revisions are required from legislation that passed and is pending governor’s signature.

A new emergency rule was introduced to amend specific training requirements for Nursing Assistant Certified (NAC) and Nursing Assistant Registered (NAR) in response to the COVID-19 pandemic and the demand for healthcare professionals. (Emergency rules expire every 120 days and must be re-filed, as necessary).

2. Fee rules - the new fee amounts would begin on November 1.

Interested parties’ workshops to take place for the Nursing Fee increases on March 21, and 23.

The fee increase scenarios were reviewed and discussed.

Scenario	Current Fee	Proposed Increase	HEAL-WA Surcharge	WCN Surcharge	Total Fee	FY28 Variance to Target Reserve
<b>Scenario 1: Increase fees LPN, RN, ARNP</b>						\$ 688,201.00
ARNP	\$ 125.00	\$ 10.00			\$ 135.00	
LPN	\$ 64.00	\$ 10.00	\$ 16.00	\$ 5.00	\$ 95.00	
RN	\$ 99.00	\$ 25.00	\$ 16.00	\$ 5.00	\$ 145.00	
<b>Scenario 2: Increase fees on LPN &amp; RN</b>						\$ 215,596.00
LPN	\$ 64.00	\$ 10.00	\$ 16.00	\$ 5.00	\$ 95.00	
RN	\$ 99.00	\$ 25.00	\$ 16.00	\$ 5.00	\$ 145.00	
<b>Scenario 3: Increase fees on RN only</b>						\$ (474,260.00)
RN	\$ 99.00	\$ 25.00	\$ 16.00	\$ 5.00	\$ 145.00	
<b>Scenario 4: Increase fee on RN only + \$1</b>						\$ 292,792.00
RN	\$ 99.00	\$ 26.00	\$ 16.00	\$ 5.00	\$ 146.00	

**ACTION:** Mr. Canary moved to support the NCQAC recommendation that scenario one be proposed to the Secretary of the Department of Health for the fee increase with a final recommendation, including the fee increase amount, to be made at a special meeting of the NCQAC scheduled for Monday, March 28, 2022, 2:00 pm to 4:00 pm. The motion was seconded by Ms. Myrick. The motion carried.

**VII. Sub-committee Reports – DISCUSSION/ACTION**

**A. Discipline – Adam Canary, Chair**

1. WHPS Program Evaluation

**ACTION:** Mr. Canary moved to adopt revisions to the WHPS Evaluation Form (that encourages nurses to explain their ratings and provide feedback regarding their participation.) The motion comes with a second from the discipline subcommittee. The motion carried.

2. Substance Use Disorder Review Panel (SUDRP) business model – Visio flow charts

**ACTION:** Mr. Canary moved to adopt the Substance Use Disorder Review Panel (SUDRP) business model with a projected implementation date in full of July 1, 2022, and to begin using the SUDRP language in contracts starting now. The motion comes with a second from the discipline subcommittee. The motion carried.

3. WHPS procedure revisions related to SUDRP
  - a. W31.02 Program Eligibility and Admission Types  
**ACTION:** Mr. Canary moved to adopt revisions to WHPS W21.02 Program Eligibility and Admission Types (to incorporate SUDRP language into the decision-making process), the motion seconded by Ms. Ness. The motion carried. Dr. Soine asked for a repeat of the motion to assure members understood which item they were voting on. Mr. Canary repeated the motion to adopt the revisions to WHPS W21.02 Program Eligibility and Admission Types. The motion was seconded by Ms. Ness. Motion carried.
  - b. W32.03 Program Non-Compliance and Discharge Criteria  
**ACTION:** Mr. Canary moved to adopt revisions to WHPS procedure W32.03 Program non-compliance and Discharge Criteria (that changes language to SUDRP for referring nurses for potential discipline or discharge from the program), the motion seconded by Ms. Strader. The motion carried.
  - c. W35.02 Contract Terms and Conditions  
**ACTION:** Mr. Canary moved to adopt revisions to WHPS procedure W35.02 Contract Terms and Conditions (related to reporting significant non-compliance to SUDRP), the motion seconded by Ms. Guilford. The motion carried.
  - d. W46.02 Graduation  
**ACTION:** Mr. Canary moved to adopt revisions to WHPS procedure W46.02 Graduation (that identifies SUDRP as the reviewing panel for graduations), the motion seconded by Ms. Ness. The motion carried.
  - e. A--.01 Substance Use Disorder Referral Program  
**ACTION:** Mr. Canary moved to adopt Discipline Procedure A with a number to be assigned, Substance Use Disorder Review Panel (that defines the purpose of SUDRP, etc.). The motion comes with a second from the discipline subcommittee. The motion carried.
4. WHPS Terms and Conditions of Participating Monitoring Contract
5. SUDRP Position Description  
**ACTION:** Mr. Canary moved to adopt the Substance Use Disorder Review Panel position description (that mirrors the new procedure by defining purpose, panel membership, duties, and responsibilities). The motion comes with a second from the discipline subcommittee. The motion carried.
6. NCSBN Pilot Project for Substance Use Disorder Monitoring Program Guidelines  
**ACTION:** Mr. Canary moved that WHPS participate in the NCSBN Pilot Project for Substance Use Disorder Monitoring Programs. The motion comes with a second from the discipline subcommittee. The motion carried.

**B. Consistent Standards of Practice – Sharon Ness, Chair**

No items for discussion.

**D. Licensing – Dawn Morrell, Chair**

1. Supplemental Licensing Questionnaire

**ACTION:** Ms. Morrell moved with a second from the Licensing subcommittee, to approve the Supplemental Licensing Questionnaire as an additional tool for NCQAC. The motion carried.

**Education Session: Washington State Tribal Relationships with NCQAC – Tamara Fife -  
DISCUSSION/ACTION**

Ms. Fife, Department of Health (DOH) Tribal Relations Director, spoke on DOH relations and communication with the tribes. NCQAC works with the tribes on rules and public meetings. NCQAC wishes to improve those relationships.

**1:00 PM – 1:15 PM Open Microphone**

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

T. Garmin – signed up but did not speak.

**VIII. 1:15 PM – 1:45 PM Rules Hearing: Emergency to Permanent Rules – DISCUSSION/ACTION**

The purpose of the hearing was to solicit comments for the proposed rules filed with the Code Reviser’s Office on January 31, 2022, and in the Washington State Register as WSR# 22-04-081. The NCQAC proposed amendments to specific credential and license requirements for Nurse Technicians (NT), Licensed Practical Nurses (LPN), Registered Nurses (RN), and Advanced Registered Nurse Practitioners (ARNP) in response to the coronavirus disease 2019 (COVID-19) pandemic and the critical demand for healthcare professionals. This would move emergency rules to permanent status.

Q/A Session – Dr. Louise. Kaplan – is this going forward as a complete package?

Public Hearing – Dr. L. Kaplan – ARNPS United of Washington State related to WAC 246-840-365, 246-840-367 – concern relates to differing requirements for active licenses, inactive licenses and retired and elimination of continuing education requirements for inactive licensure. Need for definition of practitioner (LPN, RN, ARNP). Proposed removal of evidence-based language to refer to these as non-evidence based while many of the rules are non-evidence based. Request additional time to review. Is not in support.

During comment period – ARNP United comments as described above.

**A. Non-Substantive Amendments**

Non-substantive changes to the emergency to permanent rules filed as WSR# 22-04-081 on January 31, 2022, with the Washington State Code Reviser’s Office were proposed by rule reviewers within the Department of Health Secretary’s Office to correct and clarify legal citations to cross-referenced rules. The Department of Social and Health Services (DSHS) proposed non-substantive rule changes to align current practices regarding proof of training completion.

**B. Emergency to Permanent Rules Hearing Decision**

**ACTION:** Considering the public testimony submitted to the NCQAC, Ms. Morrell moved to withdraw subsections WAC 246-840-365 and WAC 246-840-367 from this rule package for further exploration, and to adopt only proposed changes to WAC 246-840-533 and WAC 246-840-930, as amended, including the non-substantive changes, to go into effect in 30 days. The motion was seconded by Ms. Randich. The motion carried.

**ACTION:** Ms. Strader moved to open a CR-101 for sections WAC 246-840-365, 246-840-367 and other ARNP rule sections. seconded by Ms. Morrell. motion carried.

Hearing concluded at 1:19 pm.

## **Continued - Executive Director Report – Paula Meyer – DISCUSSION/ACTION**

### **C. HELMS Update**

Ms. Meyer discussed the ILRS system that is at the end of its lifespan. Carahsoft (part of Sales Force) is working with Department of Health to develop the new system. Ms. Meyer reported issues with deliverables with a subcontractor. The subcontractor has been replaced and the new subcontractor has worked to meet current timeline expectations. The project has gone back on track, and the current projections indicate the project will be on time and on budget.

### **D. Nurse Delegation in Community Based Care Settings**

1. Statement - The NCQAC's COVID-19 Pandemic Regulatory Statement on Nurse Delegation. Recently, there has been some confusion over the frequency of required supervision in the delegation of nursing tasks in community-based care settings.

Specifically, the requirements of:

- Supervision to occur at least every 90 days was changed to 120 days.
- Weekly supervision for the first 4 weeks of delegated insulin injections was relaxed.

The rules were amended, but in September they returned to the original requirements of:

- Supervision at least every 90 days.
- Weekly supervision for the first 4 weeks of insulin injections.

### **E. Leadership Succession**

Executive Director Ms. Meyer announced her intention to retire in June of 2023. A draft timeline was presented for recruitment of a new Executive Director, and a draft charter for a search committee was presented for review. The draft charter and timeline will go on for final approval at the May business meeting.

## **IX. Sub-committee Reports – Continued DISCUSSION/ACTION**

### **E. Advanced Practice – Laurie Soine, Chair –**

- i. Scope of Practice Rules**

**F. Research – Sharon Ness, Chair –** nothing new to report.

### **G. Education – Kimberly Tucker, Chair/Laurie Soine**

1. Non-substantive Change Requests

- a. **WAC 246-840-010(30)** Definition of “Nursing Technician” to align with statute (RCW 18.79.340).

**ACTION:** Dr. Ezeonwu moved with a second from the education subcommittee to begin expedited rulemaking to change WAC 246-840-010(30) to align with statute RCW 18.79.340. The motion carried.

- b. **WAC 246-840-840(1)** references the definition of nursing technician and cites to an incorrect subsection of the definitions section (cites to WAC 246-840-010(18) – the correct cite is 010(30)). NCQAC to consider expedited rule making for the above WAC changes pursuant to RCW 34.05.353(c) and (d).



# Education Report – Dr. Gerianne Babbo, Dr. Kathy Moiso – DISCUSSION/ACTION

## A. Nursing Education

### 1. Clinical Placements

Nursing education has received positive new placements from Clinical Placements Northwest.

COVID hospital occupancy is down to 12%. LTC continues to be a significant challenge due to staff members with COVID.

Simulation assisted to provide clinical experiences for students.

Funding was received from the legislature for preceptor grant incentive and nursing faculty loan repayment. These incentives should assist and incentivized nurses to want to teach.

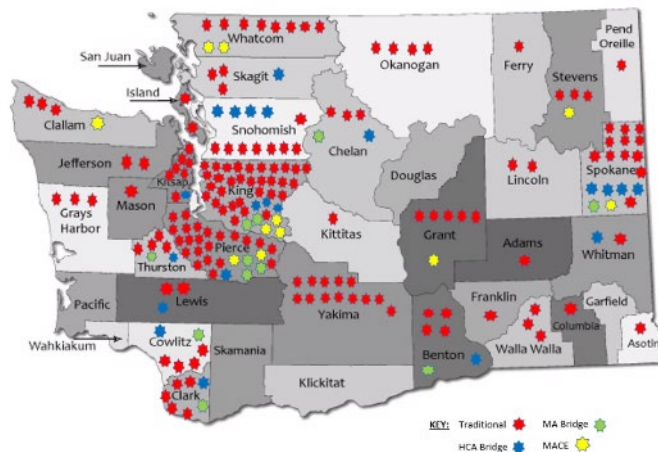
LPN-ADN, and LPN-BSN programs have been approved by multiple institutions to help in academic progression throughout the state.

## B. Nursing Assistant (NA) Progress Reports

### 1. Training and Testing

- 209 Nursing Assistant Training Programs – an increase of 6% from last year.
- 32 out of 39 counties have at least one training program
- 139 programs are on the west side of the state, the remaining 70 are on the east side.
- 7 counties do not have a NA training program.
- 166 are traditional (full length, entry level programs).
- 21 are Home Care Aide alternative or bridge programs.
- 11 are Medical Assistant alternative or bridge programs.
- And 11 are Medication Assistant Certification Endorsement programs.

Map of NA Training Programs in Washington



There has been an increase of 22% in first time test takers from 2020 levels.

### 2. LPN Apprenticeship Planning

To assist in education progression learning pathway. Workgroups are meeting to assist in planning. Colleges and employers have expressed interest in creating a consortium to sponsor this work. Due to some delays a request was sent to the legislators to extend the June 30 2022 due date, but the extension does not appear to have passed. On the current timeline, the planning is to be completed by June 30.

**X. Nominations Committee – Dawn Morrell, Lori Underwood – DISCUSSION/ACTION**

- A. The Nominations Committee presented the slate of candidates to the NCQAC and requested approval of the slate of candidates. The chair asked if there are any nominations from the floor.**

Slate of Candidates:

Chair	Yvonne Strader
Vice Chair	Dawn Morrell
	Helen Myrick
Secretary/Treasurer	Adam Canary
Secretary/Treasurer	Ella Guilford

Helen Myrick nominated herself from the floor and was added to the slate.

**ACTION:** Ms. Morrell moved to adopt the slate of candidates. Motion seconded by Ms. Randich. Motion carried.

- B. Candidates may speak to the NCQAC on their nomination**

The candidates spoke to their experience and interest to support their nominations.

**XI. 3:15 PM – 3:45 PM Legislative Panel – Tiffany Randich – DISCUSSION/ACTION**

Ms. Randich, Ms. Meyer and Ms. Sharer presented the bill report and actions on bills related to NCQAC.

**XII. 3:55 PM – 4:15 PM Meeting Evaluation**

**4:20 Closing**