



**Nursing Care Quality Assurance Commission (NCQAC)
Research Subcommittee Meeting Minutes
October 18, 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 that Jessilyn had been promoted to a full-time permanent position with as a Research Assistant with the NCQAC.
 - Sharon announced that interviews will be conducted for a Data Analyst position with NCQAC in January of 2022.
- Review of Draft Minutes: September 20, 2021
 - Mary asked that the question she posed during the Continuing Competencies Evaluation Plan Update be identified more clearly. Reviewed with the consensus to capture the question more clearly and bring to the November commission meeting for approval.

III. Old Business

- Continuing Competencies Evaluation Plan Update
 - The group met in October to discuss this work. Jessilyn converted the survey to a Microsoft Word format. Mary Sue will work on a 1-pager. The group's documents and plan will come to the subcommittee in November.
 - Mary Sue added that if the subcommittee decides to recommend the evaluation in November then it will go forward to the commission for approval in January at the business meeting.
- Strategic Plan
 - Sharon asked the subcommittee to review their strategic plan. Specifically looking at developing a process for tracking NCQAC data use by internal and external stakeholders. Mary Sue noted that this would be discussed during the review of the data-oriented procedures

- Jessilyn gave a brief update on the research she and John have begun regarding the 3 commission approved English Proficiency exams. They have begun their initial research on comparing the 3 exams and are working on gathering data from the Licensing unit.

IV. New Business

- Research Procedures cont.
 - Draft Research Subcommittee Description
 - Draft R02.03 Student Engagement
 - R03.01 Facilitation of Data Access for External Research
 - R01.01 Data and Quality Assurance
 - The subcommittee reviewed the procedure. Mary Sue noted that majority of the language in the procedure is outdated and is not as relevant as it was when the procedure was first written.
 - Mary asked if they need a different procedure for internal use for quality improvement projects. Mary Sue stated that they might just need to track the use of internal data as a strategic plan initiative instead.
 - Mary suggested that they research the correlation between the data presented and reviewed to by the commission thus leading to recommendations, budgetary asks or legislative changes; essentially capturing the research by year and what came of it.
 - Chris added that there are different units using different sets of data and other units might not be away of. Suggested that data driven project go through the subcommittee for tracking purposes.
 - Mary noted that every summer the NCQAC unit's strategic plans are reviewed by the commission and that they might be able to identify data-based initiatives by strategic plans' annual review moving forward.
 - The subcommittee will review the documents over the next month and vote on their recommendations in November.
 - Other
 - Jamie provide an updated on the student engagement exit survey. The group will be giving an update at the November meeting
 - Sharon asked Chris and Yvonne if they had any updates for the subcommittee from the Communications Task Force. Yvonne suggested that Chris give an update at the next meeting.
 - Yvonne reported that she did bring the questions posed at last month's meeting to CMT and they were very supportive of the subcommittee's suggestions. They are still working to put a process in place.
 - Mary noted that she would like to have an update from Katie periodically regarding her work.

V. Ending Items

- Open Microphone (as time permits)
- Review of Actions
- Meeting Evaluation – All
- Date of Next Meeting – November 15, 2021
- Adjournment – 6:00 PM