



**Nursing Care Quality Assurance Commission (NCQAC)  
Research Subcommittee Meeting Minutes  
February 22, 2022 5:00 p.m. to 6:00 p.m.**

**Committee Members:** Sharon Ness, RN, Chair  
Mary Baroni, PhD, RN  
Katie Haerling, PhD, RN, CHSE  
Jamie Shirley, PhD, RN

**Excused:** Yvonne Strader, RN, BSN, BSPA, MHA

**Absent:** 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
  - Sharon called the meeting to order at 5:00 PM and introduced the Research Subcommittee members and staff. The Public Disclosure Statement was read aloud for the meeting attendees.

**II. Standing Agenda Items**

- Announcements/Hot Topic/NCQAC Business Meeting Updates
  - Sharon reported a few highlights from the January 14, 2022 NCQAC Business meeting.
  - The motions for the following items were moved by the commission:
    - Continuing Competencies Evaluation Plan
    - Research Subcommittee Position Description – Request to Approve
    - R02.03 Student Engagement – Request to Approve
    - R01.01 Data and Quality Assurance – Request to Rescind
- Review of Draft Minutes: November 15, 2021
  - Reviewed with consensus to bring to the May 2022 business meeting with edits corrected.

**III. Old Business**

- Review Business Plan
  - Mary Sue gave a brief update of the Research Subcommittee Business Plan. The subcommittee plan to have an annual report as part of their business plan. Mary Sue volunteers to work on updating the business plan and bring to the next subcommittee meeting for the subcommittee's review.

**IV. New Business**

- Internal/External Data Tracking
  - Jessilyn gave an update on Internal/External Data Tracking. Currently, the commission has a procedure for tracking external data requests. Staff continues to explore options for tracking internal data requests.
- Review Subcommittee Meeting Times
  - The subcommittee agreed to change their meeting frequency to every other month. The group will review the business plan at each meeting in order to reach their goal of an annual report in September.

**V. Ending Items**

- Open Microphone (as time permits)
- Review of Actions
- Meeting Evaluation – All
- Date of Next Meeting – April 18, 2022
- Adjournment – 5:32 PM