



**Nursing Care Quality Assurance Commission (NCQAC)  
Meeting Minutes  
September 8, 2022  
8:30 AM – 3:00 PM**

**Commission Members:**

Yvonne Strader, RN, BSN, BSPA, MHA, Chair  
Helen Myrick, Public Member, Vice-Chair  
Adam Canary, LPN, Secretary/Treasurer  
Jonathan Alvarado ARNP, CRNA  
Ella B. Guilford, MSN, M.Ed., BSN, RN  
Joan Madayag, LPN  
Judy Loveland-Morris, Public Member  
Dawn Morrell, RN, BSN, CCRN  
MaiKia Moua, RN, BSN, MPH  
Sharon Ness, RN  
Kimberly Tucker PhD, RN, CNE

**Excused:**

Quiana Childress, GCertHealthSc, BS, LPN  
Emerisse Shen, RN, ARNP

**Assistant Attorney General:**

Sierra McWilliams, Assistant Attorney General

**Staff:**

Paula R. Meyer, MSN, RN, FRE, Executive Director, excused  
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 – Yvonne Strader, Chair – DISCUSSION/ACTION**

**II. Call to Order**

**A. Introductions**

**B. Order of the Agenda**

**ACTION:** Mr. Canary moved to amend the order of agenda as Ms. Meyer was unable to attend. The motion was seconded by Ms. Guilford. The motion passed.

**C. Land Acknowledgement – Dawn Morrell**

**D. Announcements**

**III. 8:40 AM Consent Agenda – DISCUSSION/ACTION**

Consent Agenda items are considered routine and are approved with one single motion.

**ACTION:** Dr. Tucker motioned to approve the consent agenda. The motion was seconded by Ms. Guilford. The motion passed.

**A. Approval of Minutes**

1. NCQAC Business Meeting
  - a. July 7, 2022
  - b. July 8, 2022
2. Advanced Practice Subcommittee
  - a. May 18, 2022
  - b. June 2022 – Cancelled
  - c. July 2022 – Cancelled
3. Discipline Subcommittee
  - a. June 21, 2022
4. Consistent Standards of Practice Subcommittee
  - a. June 3, 2022
5. Licensing Subcommittee
  - a. June 21, 2022
  - b. July 2022 – No Meeting
6. Research Subcommittee
  - a. June 21, 2022
  - b. August 2022 – Cancelled
7. Education Subcommittee
  - a. July 25, 2022

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

**C. Performance Measures**

1. Investigations
2. Legal
3. Washington Health Professional Services (WHPS)
4. Nursing Assistant Program Approval Panel (NAPAP)
5. Nursing Program Approval Panel (NPAP)

**D. Licensing Report to the Governor’s Office**

**E. Washington Center for Nursing/NCQAC monthly meetings**

1. July 26, 2022

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

The NCQAC delegates the authority as provided by law for certain decision 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 are provided for information and are available in the packet.

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

1. July 13, 2022
2. July 21, 2022
3. August 4, 2022
4. August 11, 2022

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

1. July 11, 2022
2. August 8, 2022

#### **V. Chair Report – Yvonne Strader – DISCUSSION/ACTION**

##### **A. Search Committee -**

Ms. Strader reported on the Search Committee progress. The position description for the executive director has been posted and advertised. Several applications had been received at the time of the meeting. Committee members are developing interview questions. **Next NCQAC meetings: November 18, January 13**

Ms. Strader discussed future NCQAC meeting locations in November and January. Due to DOH not being open to the public and weather concerns, the NCQAC determined the meetings will be held virtually with a small conference room at DOH where members of the public can access a computer to be present at the meeting.

**ACTION:** Ms. Moua moved to hold the next two meetings virtually with a space for the public to participate. Mr. Canary seconded the motion. The motion passed.

##### **B. Joint Operating Agreement**

The officers and staff will be meeting with the Department Of Health (DOH) in the future for negotiations.

##### **C. NCQAC Annual Survey**

Ms. Strader discussed the NCQAC Annual Survey. Typically, the survey is held in March, but will take place in September and October. Ms. Strader requested two members work with Ms. Laura Christensen on the survey. Ms. Guilford and Ms. Moua volunteered.

##### **D. Research Subcommittee members**

Ms. Strader appointed Dr. Judy Loveless-Morris to the research subcommittee.

##### **E. Executive Director Leave Approval Procedure J 22.01**

**ACTION:** Ms. Ness moved to adopt the Executive Director Leave Approval Procedure J22.01, Ms. Guilford seconded the motion. The motion passed.

**VI. 9:45 AM – 10:30 AM Executive Director Report – Paula Meyer – DISCUSSION/ACTION**

Ms. Woodard gave the Executive Director Report for Ms. Meyer.

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

Mr. Archuleta presented the budget report. The report covers the period of July 1, 2021, through July 31, 2022, thirteen months into the biennium, with eleven months remaining. The NCQAC budget is underspent by 6.5% and the current revenue balance is \$2.8M.

**REVENUES:**

The recommended revenue balance or “reserve” should be 12.5% of biennial budgeted allotments, or approximately \$3.7 million. NCQAC revenue balance dipped below the recommended reserve balance for the first time in many years. This was due to the most recent HELMS withdrawal of \$2.8M on June 30, 2022. Recent revenues continue to exceed projections by approximately 9%, or just over \$1.3M. This is due in part to the continued high volume of endorsement applications and volunteer nurses applying for nurses to remain in Washington after the emergency.

**BUDGET/ALLOTMENTS:**

Due to the fiscal year end closeout, the agency was not able to post service unit or indirect charges at the time of this report; therefore, this report contains estimates.

**Highlights:**

- o The AG bill continues to come in above budget due to ongoing litigation.
- o Salaries and Benefits now trend below allotment due to the addition of the allotments granted to the NCQAC in the 2022 supplemental budget in response to the legislative mandate to process licenses in seven days or less and delays in filling new positions.
- o FBI Background Checks are charged based on actual files processed and now trending higher than projected due to the increased volume of endorsement applications.
- o Health Profession Investigations and Public Disclosure – service unit charges based on actual hours or files reviewed for unlicensed practice cases and sexual misconduct cases that do not have a practice element. The DOH uses historical data from the previous biennium to estimate use. To date actual use appears to be lower than last biennium.

**FISCAL OUTLOOK:**

With the recent HELMS withdrawal, the combination of revenues exceeding projections, and underspending, the revenue balance fell just below the recommended reserve balance. We anticipate revenues to continue to exceed projections and the new fee increase will be implemented on December 1, 2022. The final HELMS withdrawal, \$2.4M, will take place at the end of June 2023, at which time we expect the revenue balance to drop below the recommended reserve once again.

As a result, the revenue balance will rebound and will approach recommended levels for the remainder of FY23.

## **B. Strategic Plan Update**

### **Academic Progression - Updated August 2022**

Goals: Evaluate the demand for licensed practical nurses and registered nurses in the state. Continue the discussion of the appropriate degree preparation for PNs.

1. Identify barriers and strengths identified by employer organizations of current models for consistent academic preparation for LPNs - Completed
2. Develop a report using workforce data, stakeholder group input, and national collaboration. - Data gathered, focus group summaries reviewed
3. Explore outcomes of existing LPN education models and expand employer input. - Trend data compiled and grid of LPN programs completed.

### **Communications – Updated August 2022**

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 our stakeholders.

NCQAC Communications identified three overarching goals. Year One of the biennium was spent doing the work to achieve these goals. Year two spent evaluating our success/progress, as well as finalizing any work that supports the goals.

### **Nursing Assistants – Established August 2021 (for 2021-2023) – UPDATED AUGUST 26, 2022**

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%.

1—Pilot, evaluate, and refine the new nursing assistant training curriculum. - Rollout of the new curriculum is underway.

2—Establish a steering committee, workgroup, and workplan for the LPN Apprenticeship Pathway; hire a Nurse Consultant to lead the LPN Apprenticeship Pathway work; and host a statewide LTC Summit to gain statewide stakeholder input on developing the pathway. – Completed

3—Conduct public rules meetings to gather input on nursing assistant rules revisions that address curriculum and testing changes and other needed updates. - Preparation in progress; dates are still TBD

4—Testing plan or contract in place for 2022, including timelines for phasing in revisions recommended from the LTC Workforce Development Steering Committee and Testing Workgroup (virtual skills testing within training programs at point of graduation, new evaluation approach, etc.). – Recommendations are included in the contract on a phase-in schedule (2022-2023). Contract completed/signed timely

5—Develop nursing assistant curriculum into an online-capable format. - Completed by June 30, 2022

6—Finalize nursing assistant rules revisions, incorporating stakeholder input. - Work to finalize a draft and identify public meeting dates in progress

7—Develop the communication/roll-out plan regarding curriculum, testing, and rules changes for launch in September 2022. - Curriculum rollout began in July 2022 with weekly online orientation sessions through August for existing and new programs to go through orientation, gain access to materials, and complete application form for approval to begin using if they choose. Orientation sessions will continue in September and onward as needed.

### **WHPS Updated August 26, 2022**

Goal: Increase the number of nurses enrolled in the Washington Health Professional Services (WHPS) program voluntarily and in lieu of discipline (with an emphasis on in lieu of discipline) by 25% every two years through education, early identification, referral to treatment, and advocacy. NCQAC and WHPS promote the just culture model and employment retention.

The WHPS program determined that voluntary enrollment in the program is not as successful as being required by the NCQAC in lieu of discipline. Enrollment in the program has been dropping.

### **C. Rules Update – Shad Bell**

Mr. Bell introduced Ms. Jessilyn Dagum as the new rules coordinator.

Ms. Dagum gave a update on rules. The Governor’s Proclamation 20-32 will be rescinded on September 27, 2022. Ms. Dagum is drafting an announcement with the information included in the emergency rules.

Upcoming rule work includes Nurse Delegation of glucose monitoring, glucose testing, and insulin injections, health equity and continuing competency.

### **D. HELMS Update**

Ms. Bielaski and Mr. Hoehn reported on HELMS. The vendor is about four weeks behind schedule for the deliverables. The HELMS team anticipated a Go Live Date in June 2023.

### **E. NCSBN Finance Committee – Chris Archuleta appointed**

Ms. Woodard notified NCQAC of Mr. Archuleta’s appointment to the NCSBN Finance Committee.

### **F. Department of Health Patient Safety Improvement Task Force**

Ms. Woodard reported on the DOH Patient Safety Improvement Task Force. The goals of the task force are to reduce the timeline to process sexual misconduct cases and recommend changes to better inform the public about disciplinary cases to help patients make more informed decisions when selecting a health care provider.

**Work already underway:**

Monthly and bi-monthly meetings of subject matter experts at DOH to improve and monitor enhanced management oversight practices for sexual misconduct cases.

Quarterly meetings of DOH and AGO leaders to review sexual misconduct cases that exceed timelines to identify and address root causes of delays.

Begin an education campaign using various communication tools and social media platforms to inform the public about DOH's Provider Credential Search tool and how to file complaints against providers.

Apply for new funding to support a sustained public education effort to increase awareness about DOH's Provider Credential Search tool and how to file a complaint against a provider.

Conduct outreach to partner agencies, boards, and commissions to establish a workgroup with the goal of implementing the process improvements based on the recommendations of the task force. Short- and Long-term goals were developed. The full report is available on request.

**VII. Subcommittee Report – DISCUSSION/ACTION**

**A. Advanced Practice – Jonathan Alvarado, Chair**

1. Mr. Alvarado deferred to the Scope of Practice hearing to be held on Friday, September 9.

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

1. Ms. Ness reported that the Mentor-New Member content was reviewed and approved. No motion was needed to accept the packet.

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

1. Mr. Canary reported on the personal data questions (PDQs) for nursing applicants. Applicants for nurse licensure must answer a series of PDQs related to medical conditions that may limit safe nursing practice, background relating to criminal activity, indicators of substance use disorder, and actions against any license in another state. Updated questions generally reflect not only criminal convictions, but current, ongoing criminal investigations, charges, and/or potential prosecution. The updated language also includes pending investigations or charges from another state for violating state or federal law regulating practice. The expanded questions serve to flag applications that may have been able to answer they had no convictions or disciplinary action and would therefore not have been subject to NCQAC review.

The updated PDQs will be uploaded into the current use case documents for the online application portal and incorporated into the new licensure and enforcement (HELMS) database.

The Licensing subcommittee reviewed the PDQs, legal made additional edits, and the questions forwarded to the Discipline subcommittee for review and recommendation.

**ACTION:** Mr. Canary moved to adopt the updated PDQs for use in nurse licensing applications. The motion was seconded by the Discipline Subcommittee. The motion carried.

**ACTION:** After discussion post a public comment, the NCQAC made recommendations to remove the examples within Medical Conditions and adjust accordingly. Further discussed in Item IX.

2. **NCSBN Guiding Nursing Regulation Philosophy and Disciplinary Decision Pathway for consideration when analyzing cases.**

Mr. Canary reported on the Disciplinary Decision Pathway Tool and its design to help inform nursing regulatory body (NRB) decisions in cases of practice errors or unprofessional conduct.

Process:

1. Examine the investigatory evidence through a series of questions about the behavioral choices by the nurse leading to a determination of error accountability by the nurse (human error, at risk behavior, reckless behavior, or bad intent).
2. Determine the proportionate and appropriately balanced NRB action using the analysis of behavioral choice and aggravating and mitigating factors leading to a decision whether no action, non-disciplinary or disciplinary action is warranted.

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

1. The subcommittee had no actions to report.

**E. Research – Sharon Ness, Chair**

1. Ms. Ness briefly reported on the Simulation Survey Results. Dr. Katie Haerling will present the report at the next research subcommittee and would like to have her present at November Business Meeting during the lunch portion.

**F. Education – Kimberly Tucker, Chair**

1. Ms. Tucker did not have a report but stated the next quarterly meeting is scheduled in October.

**VIII. Education – Dr. Gerianne Babbo, Dr. Kathy Moisia - DISCUSSION/ACTION**

Dr. Babbo gave nursing program updates.

1. Nursing Education Program 2020-2021 Annual School Report
2. Dr. Babbo presented the report. The report included a comparison of faculty salaries. The full report will be posted to the NCQAC website.

**ACTION:** Ms. Guilford moved to accept the report, Ms. Ness seconded the motion. The motion passed.

3. Nursing Education Updates

a. Clinical Placements

1. Specialty Clinical Placement Survey June 2022
2. Clinical Placement Summit Outcomes

Recommendations to promote positive relationships with clinical partners and education:

1. Nursing Commission offer opportunities to connect with regional partners with quarterly summits.
2. Completion of a study (by existing other entities) that the schools indicate their clinical placement needs.



This study is recommended to include:

- Clinical hours
  - Clinical placements utilized (shifts, acute care, simulation, specialty)
  - What do they need to support clinical?
3. Involve already existing entities whose work already coincides with clinical placement such as the State Board of Community and Technical Colleges, Washington Achievement Council, and Independent Colleges of Washington.
  4. Support a bill to support the CPNW to help reduce the cost to students and encourage participation by industry, education, and LTC facilities.
    - b. Faculty shortages
    - c. Nursing program enrollments
    - d. Deans/Directors
  4. Preceptorship Grant Update  
Dr. Hayward gave an update on the current progress in creating the infrastructure for the grant payments and processes.
  5. Education Subcommittee Oct 3, 2022
    - a. Simulation
    - b. NCLEX passing rates

#### **IX. Public Comment**

J. Reinedahl – in the chat commented that they did not understand why HIV status was included and also asked why specific learning disabilities was included as required information to be reported on the PDQ on the applications.

**ACTION:** Mr. Canary moved to move back to discussion the PDQ to address public question. Ms. Morrell seconded the motion. The motion passed.

On discussion, the NCQAC recommended removing the examples from the questionnaire.

**ACTION:** Mr. Canary moved to remove the examples from the “medical conditions” PDQ to address public question. Ms. Morrell seconded the motion. The motion passed.

#### **X. Nursing Assistant Updates**

Dr. Moisio reported on the Nursing Assistant curriculum.

1. New Curriculum Roll-Out  
Dr. Moisio reported that several programs are using the new curriculum.
2. Mass Examination Plan for nursing assistant certification examination  
Dr. Moisio reported the mass examination plan began. Bates Technical College, Big Bend Community College, Green River Community College, Shoreline Community

College, Peninsula Community College, Olympic College, and Wenatchee Community College, are just a few participating in the mass examination plan. Of the 16,000 slots for testing, only 745 have been used. Pass rates have not yet been received. Extending of the public health emergency would assist in completion of the testing.

Credentia is working on moving the skills testing remotely in October.

3. Rules Work

Ongoing rules work for the Nursing Assistant as reported in the Rules update.

**XI. Out of State Travel Reports**

**A. NCSBN Annual Meeting, August 17-19, Chicago IL**

The NCQAC members and staff gave a brief report of their experiences at the NCBSN Annual Meeting: Gerianne Babbo, Sarah Bear, Erin Bush, Adam Canary, Ella Guilford, Lori Underwood, Grant Hulteen, Paula Meyer, Dawn Morrell, MaiKia Moua, Sharon Ness

**XII. 2:40 Closing. Meeting will be continued on September 9, 8:30 am.**