



**Nursing Care Quality Assurance Commission (NCQAC)
Research Subcommittee Meeting Minutes
April 18, 2022 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

Absent: Deb Smith DNP, ARNP, FNP-BC

Staff: Mary Sue Gorski, PhD, RN, Director of Advanced Practice and Research
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
 - HB1329 – Open Mic has changed to Public Comment and will be at the end of every Research subcommittee meeting.
 - Sharon reported a few highlights from the March 11, 2022 NCQAC Business meeting.
- Review of Draft Minutes: February 22, 2022
 - Reviewed with consensus to bring to the May 2022 business meeting with edits corrected.

III. Old Business

- Review Work Plan
 - The subcommittee reviewed the work plan with consensus to revise the document further to reflect annual activities, current initiatives and upcoming initiatives or long-term goals. The subcommittee will present its first annual report to the commission in September. The work plan will include a timeline of annual activities. Mary Sue and Jessilyn will work on revising the work plan.
 - Mary suggested that a template for work plans and annual reports be created and that they standardize the communication of these templates to all subcommittees. Mary raised the question, “Should all subcommittees be doing annual reports to be presented at a Fall commission meeting?” The expecting ongoing activities of the

subcommittees would be standardized following the commission's timeline. Jessilyn and Yvonne will take this to the Communication Task Force for further exploration.

- Mary suggested a goal for this year would be preparing for the Research subcommittee's first formal annual report and developing more refined templates to guide subcommittee work.
- The subcommittee will invite the Communication Task Force's website subgroup to the next subcommittee meeting to review the subcommittee's work plan and what communication needs there may be as well as discuss the progress of the new website.
- Internal/External Data Tracking
 - Mary Sue and Jessilyn gave a brief update for this initiative. The draft procedure will be reviewed by the other NCQAC units before being presented to the subcommittee.

IV. New Business

- None

V. Ending Items

- Open Microphone (as time permits)
- Review of Actions
- Meeting Evaluation – All
- Date of Next Meeting – May 16, 2022
- Adjournment – 5:48 PM