

WV Center for Nursing
Data Management Subcommittee
July 26, 2006
3:30 to 4:30 p.m.
WV Higher Education Policy Commission
5th Floor Conference Room

Minutes

Present: Duane Napier, with Cheryl Basham and Cyndi Persily, via
teleconference

Guests: Laura Rhodes, via teleconference

I. Call to order

Dr. Persily called the meeting to order.

II. Approval of minutes from meeting on June 21, 2006

Dr. Persily asked for any changes to the minutes as written. Ms. Basham moved to accept minutes as written; motion passed unanimously.

III. Executive Director's Report

Mr. Napier had no particular issues to discuss; would provide his information as it applied to the issues on the rest of the agenda.

IV. Old Business

A. Annual Report

Mr. Napier discussed changes made to the annual report since the last meeting. The report still needs the data on the number of graduates registered to take the NCLEX exam. Ms. Rhodes stated she would have access to the information this week and would provide to Mr. Napier.

After the discussion, Dr. Persily asked the group if they were in agreement to presenting to the full WVCN Board at the next meeting. The members agreed that the report will be released to the full Board the day before and members will be asked to review by Friday.

Action Item:

- Annual report to Board, July 28, 2006

B. Minimum Data Set

Dr. Persily stated that the RN Board has looked at the information currently collected on the licensure application at the last meeting. It will be helpful to have information on what other states collected and look at the questions that are frequently asked by policy makers, and then put together a minimum data set for both RN and LPN for the next licensure renewal cycle.

Mr. Napier discussed the handout which reflects what is not currently listed on the licensure renewal application. He stated that the RN application is more extensive than the LPN, so the most change will be for that discipline. Suggesting adding specific types of programs, graduation dates, primary/secondary jobs. Dr. Persily suggested addressing the question on why people leave their employment, and adding checkable options, such as relocating, environment, retiring, going back to school, family, changing specialties. Ms. Basham suggested adding the regional jails to the employment section. Ms. Rhodes suggested adding caring for elderly or disabled family members; and then can look at resources to get them back into the workforce. Ms. Rhodes also suggested separating the last option under employment status into two options, retired from nursing and permanently inactive.

Ms. Rhodes asked for a discussion of the rationale for separating the advanced practice educational programs on page 1. After discussion, the group agreed that the section would be removed from the form.

Dr. Persily requested removing the first sentence on page 4 so everyone will answer all of the applicable questions. Once changes are made, the WVCN Board will present to the RN/LPN Boards as a proposed minimum dataset for their consideration for the 2007 licensure cycle.

Ms. Rhodes asked if the WVCN is expecting the RN Board to collect all of the information. If so, her agency will need to start working quickly with IS&C to incorporate into their database and to change the on line licensure form. Dr. Persily stated that the WVCN needs to share in the cost of the renewal process, information collection, and data entry, which needs to be further explored on how this will take place.

Dr. Persily ended the discussion by confirming that the group approves Mr. Napier to present to the WVCN Board at the July meeting, and it will be presented to both the RN and LPN Boards at their October meeting. Mr. Napier will work with both Boards to gain their approval and work toward the 2007 implementation.

Action Item:

- Executive Director to make corrections to data sets.
- Executive Director to present to Board, July 28, 2006.

C. Cost for publication and distribution of Annual Report

Dr. Persily asked Mr. Napier to present the information on the different means of publishing and binding the annual report. Mr. Napier reviewed the costs for three different binding and printing methods as well as producing CDs. Currently the report is 39 pages long. Dr. Persily expressed her preference for a glued-edge binding, which is a more permanent one. Ms. Rhodes suggested contacting Prison Industries, which produces the RN Board's annual report, and they are equipped to produce CDs as well.

The group requested Mr. Napier contact this agency as obtain information on the costs for producing the annual report, with a glued-edge binding and CDs, to present to the full WVCN Board July meeting.

Action Item:

- Executive Director to obtain pricing for binding annual report.
- Executive Director to present to Board July 28, 2006.

V. New Business

A. Minimum Data Set for WVCN Scholarship Program.

Mr. Napier stated that as the first scholarship applications have been received and are being processed for payment, the first opportunity to collect data will be with the progress report due in January 2007, will need to start developing the information the Board will want collected. Dr. Persily asked Mr. Napier to have a draft ready for the next subcommittee meeting for review; and asked that one thing we make sure is obtained is a permanent address for later survey.

Action Item:

- Executive Director to develop proposal for data collection for scholarship program.

VI. Strategic Plan

Mr. Napier stated that the subcommittee is working within the parameters defined. Will need to add the costs for the annual report printing to the Action Plan, once known.

VII. Announcements

None.

VIII. Next Meeting Date and Adjournment

The Data Management Subcommittee's next meeting was scheduled for August 22nd at 3:30 p.m. The meeting was adjourned.

Signatures:

Chair

Date

Executive Director

Date