

WV Center for Nursing
Data Management Subcommittee
August 22, 2006
3:30 to 4:30 p.m.
WV Higher Education Policy Commission
President's Conference Room 9th Floor

Minutes

Present: Duane Napier, Cynthia Persily, Cheryl Basham (via teleconference)
Absent: Melissa Aguilar
Guests: None

I. Call to Order

Dr. Persily called the meeting to order.

II. Approval of minutes from meeting on July 26, 2006.

Dr. Persily asked for motion to accept minutes as written. Cheryl Basham moved; and the motion passed unanimously.

III. Executive Director's Report

A. NCLEX Exam Report

Duane Napier reported that all of the requested changes have been made in the annual report. He has received and included the NCLEX data, but will recheck to ensure that only RN and LPN graduates taking the exam for the first time are being counted and reported.

Mr. Napier also reported that the LPN Boards annual report has been released. Hard copies not available; but will be scanned and sent out electronically to all WVCN Board members.

Dr. Persily also stated that the annual report will be sent to all Board members for one last review, once NCLEX data is confirmed, with a September deadline to respond with changes.

Action Item:

1. Executive Director to confirm NCLEX data.
2. Send draft to all Board members.

IV. Old Business

A. Minimum Data Set Changes for RN and LPN License Renewal

Mr. Napier reported that changes were made as requested at last meeting. Dr. Persily suggested that a cover letter be prepared and sent to both the RN and LPN Boards with the data set information.

Action Item:

1. Executive Director to send cover letter and request data set be placed on October 2006 RN and LPN Board meeting agendas.

B. Minimum data set for scholarship program

Dr. Persily is concerned that the request for data on the job offer received and where will not be easily obtainable, although helpful to have. Mr. Napier stated that will have individual's address; can contact people directly.

Discussion continued over format and submission requirements. Mr. Napier will ask the WVCN Recruitment & Retention Initiatives Subcommittee to develop a general narrative report format for use for the December 1 and April 1 progress reports. The minimum data set will be due by the final report on June 30th. After discussion, the date will be changed to June 1 to allow for state end of fiscal year activities.

Action Item:

1. Executive Director discuss with Recruitment & Retention Initiatives Subcommittee narrative format report.
2. Executive Director to submit forms to schools for data collection at the end of the academic year.

V. New Business

A. North Carolina Survey of Nurse Employers.

Dr. Persily reviewed a survey provided via requests on the Center for Nursing Forums. As demand data are hard to collect, Dr. Persily is interested in WVCN trying to working to develop a state survey. Dr. Persily and Mr. Napier have met with HCA hospital liaison, and he seems interested in working with WVCN on this issue.

North Carolina surveyed all hospitals, long-term care, home health, hospice, public health departments. Dr. Persily would like to include primary care, VAs, and psychiatric care facilities. Ms. Basham asked how the prisons would be included in the survey. Mr. Napier will contact the HCA liaison and ask how they work with this entity.

Dr. Persily asked if the group saw anything else missing from the NC survey form. Mr. Napier stated he would be hesitant to add much more for the first

survey; however, will need to add demographic questions to the form, i.e., name and type of facility, number of beds, county, HSPA status, urban-rural location, and contact person.

The members then discussed how to proceed. The Data Management Subcommittee unanimously decided to present the idea of doing the survey to the Advisory Committee, after Mr. Napier and Dr. Persily discusses with the Hospital Authority to make sure they are able to assist in getting the survey out and to collect data.

Action Item:

1. Dr. Persily and Executive Director to meet with WVHA
2. Executive Director prepare for presentation to Advisory Committee.

VI. Strategic Plan

No discussion; subcommittee is proceeding according to published direction.

VII. Announcements

Dr. Persily has discussed with Senator Prezioso's staff about releasing the annual report. Spoke with lead counsel; asked if want to be on interim agenda in the fall; assigned 5 new projects; may not be able to get on. CP wants to review with them before publishing the report.

VIII. Next Meeting Date and Adjournment

The next meeting was scheduled for September 26th at 3:30 p.m.

The meeting was adjourned.

Signatures:

Chair

Date

Executive Director

Date