

**Agenda for the 12:45 p.m., Thursday, May 8, 2014**  
**Special Meeting of the**  
**Ad Hoc Committee on Standards, Practices and Procedures of the Oklahoma State**  
**Department of Health Relating to Nurse Aides**  
**of the**  
**Long Term Care Facility Advisory Board**  
Posted at [www.health.ok.gov](http://www.health.ok.gov)  
**Oklahoma State Department of Health**  
**1000 NE 10<sup>th</sup> Street – Room 314**  
**Oklahoma City, OK 73117-1299**

***FINAL AGENDA POSTED 24 HOURS IN ADVANCE OF MEETING***

1. Informal Greeting 12:45 p.m.
2. Call to Order, Welcome and Introductions 1:00 p.m.
3. Establishment of Ground Rules for Ad Hoc Committee Discussions
  - a. Group discussion and establishment of consensus on guidelines to ensure full, fair and productive participation by meeting attendees
4. Review of Draft Committee Charter
  - a. Overview of contents and invitation for attendees to bring ideas for completion of the charter to the next Ad Hoc Committee meeting
  - b. Discussion of Ad Hoc Committee meeting dates for the remainder of 2014
5. Discussion of Current State of Nurse Aide Registrations, Investigations and Registry Notations
  - o Overview presentation of draft process map of nurse aide registrations, investigations and notations, prepared by the Oklahoma State Department of Health
  - o Ad Hoc Committee Discussion of process for nurse aide registrations, investigations and notations
    - Small breakout group brainstorming discussions on the current process, to gather ideas on these questions:
      - What tasks, responsibilities and decision points are missing from the draft process and need to be added in order to accurately reflect the current process?
      - What are the potential failure points of the current process?
    - Reports from the small breakout brainstorming groups and recording of their ideas
    - Ad Hoc Committee discussion of the ideas generated by the small groups, and large group discussion of steps that need to be added for accuracy, and identification of potential failure points in current process

6. Discussion of Data and Information Needs
  - Presentation of Data by State Health Department
  - Ad Hoc Committee brainstorming about other useful data or information that could be used to assess the effectiveness of the process for nurse aide investigations and registry notations
7. Discussion of Alternatives
  - a. Presentation by Oklahoma State Department of Health on Practices and Models from other jurisdictions relating to nurse aide registrations, investigations and registry notations
  - b. Ad Hoc Committee Discussion of Best Practices and Models, and discussion of opportunities for improvement in the State Health Department's current practices through adoption of alternative practices or models
8. Discussion of Barriers and Critical Questions
  - a. Group identification of problems that may need to be addressed for the Ad Hoc Committee to successfully complete its work
  - b. Group identification of critical questions to be addressed at future meeting
9. Discussion of Next Steps
  - a. Group discussion of information-gathering and other preparatory tasks to be completed for review by the Ad Hoc Committee at a future meeting
10. Establishment of Special Meeting Dates for the Ad Hoc Committee for 2014
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