

**Department Of Health
Health Systems Quality Assurance
Office of Health Professions and Facilities
Washington State Podiatric Medical Board
Policy/Procedure**

Title:	Review Of Investigations By Reviewing Board Member Recommending Disciplinary Action Or Further Investigation; Compliance follow-up	Number: PO95-16
Reference:	Board Minutes September 22, 1989; February 17, 1995; May 23, 1997; November 22, 2002; April 19, 2007; April 24, 2008; April 12, 2012; July 12, 2012; April 2, 2015	
Contact:	Program Manager	
Effective Date:	April 15, 2015	
Supersedes	September 22, 1989; February 17, 1995; May 23, 1997; November 22, 2002; April 19, 2007 procedures; April 24, 2008; July 12, 2012	
Approved Signature	Board Suzanne Wilson, DPM, Chair	

POLICY

Due to timeline limitations, the Reviewing Board Member (RBM) is encouraged to review and respond to investigative reports in a timely manner.

The RBM, in collaboration with their assigned staff attorney, will review and respond to investigative reports within 30 days of receipt of the investigative file. The time frame for cases with extensive documents can be extended after consultation with the Case Manager. If a file is under review longer than 60 days without a response, the Case Manager will contact the RBM to determine the status of the review.

Recommendations relative to case disposition, Statement of Charges, Statement of Allegations/Stipulation to Informal Disposition, Notice of Correction, or closure shall be made verbally to the full board without identifying the respondent. When an action is approved, the Sanctions Worksheet shall be completed by the Board (recorded by staff) indicating the type of sanctions to be considered in preparing a settlement offer or informal disposition. The RBM shall recommend sanctions appropriate to the merits of the case in accordance with the Sanction Guidelines when proposing settlement of a case. The staff attorney will work with the RBM to identify sanctions, when action is pursued.

The RBM may confer with the Case Managers, Staff Attorney, and/or AAG as needed during the drafting of the Statement of Charges/Agreed Order or Statement of Allegations/Stipulation to Informal Disposition. The RBM must respond promptly when documents are provided for review/approval. The RBM is delegated the authority by the board to suggest and approve language for the legal documents.

The RBM shall participate in Settlement Conferences to resolve cases. The RBM does not participate in any deliberations of the case before the Board. During stipulated agreement and stipulated informal disposition case presentations before the Board, the RBM may participate in the settlement presentation with the assigned staff attorney to clarify issues for the Board panel.

The RBM will continue to act in that capacity during compliance by reviewing and approving requirements, documents, etc. If the RBM does not respond to a respondent's request for approval of a CE course or other requirement within 10 days of receipt from the Compliance Officer, the Case Manager may determine whether to approve the request.

The compliance officer will monitor the respondent's compliance with the Order or STID. Prior to release of the respondent from an Order or STID, the compliance officer will inform the RBM of the compliance status. After all of the conditions have been met, the compliance officer will request to proceed with reinstatement as outlined in the Order, or release if a STID.

PROCEDURE

Action: Refer to Department of Health Business Practices 1-2-02 and 1-2-62