



## **OCCUPATIONAL THERAPY PRACTICE BOARD WEBINAR MEETING MINUTES**

January 9, 2015

11:00 AM

Department of Health- Town Center Two

111 Israel Road SE, Room 158

Tumwater, WA 98501

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On January 9, 2015 the Occupational Therapy Practice Board met at The Department of Health in Tumwater and by webinar. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

### **MEMBERS PRESENT VIA PHONE**

KARIN SCHULZE, OT,  
BETH ROLLINGER, OT, CHAIR  
BRENDA LEMPE, COTA  
VERONICA CHASE, PUBLIC MEMBER, VICE-CHAIR  
SHERYL ZYLSTRA, OT

### **STAFF PRESENT VIA PHONE**

KATHY WEED, PROGRAM MANAGER  
ERIKA MONTES, PROGRAM SUPPORT  
TRINA CASTLE, EXECUTIVE DIRECTOR  
DEBRA DEFREYN, AAG  
BILL KELLINGTON, STAFF ATTORNEY

### **MEMBERS ABSENT**

### **GUESTS PRESENT VIA PHONE**

LESLIE EMERICK  
KATE WHITE-TUDOR

### **Friday, January 9, 2015– 11:00 a.m. – OPEN SESSION**

#### **1. CALL TO ORDER**

The meeting was called to order by board chair, Karin Schulze, at 11:05 a.m.

##### **1.1 Introductions**

The board, staff, and audience members who were present in person and by phone introduced themselves.

1.2 Approval of Agenda

A motion was made and seconded to amend the agenda to make modifications to item #4. Changing occupational therapists to occupational therapy assistants. The agenda was approved as amended.

1.3 Approval of October 17, 2014 conference call Meeting Minutes

Board members reviewed and voted to approve the October 17, 2014 Meeting Minutes as presented.

1.4 Approval of Disciplinary Meeting Minutes

Board members reviewed and voted to approve the Disciplinary Meeting Minutes as presented.

**2. ELECTION OF CHAIR AND VICE CHAIR** – The board designated a chair and vice-chair for 2015.

The board designated Beth Rollinger, OT, as chair and Veronica Chase, Public Member, as vice-chair.

**3. BOARD MEETING DATES FOR 2015**-The board designated meeting dates and locations for the remainder of 2015.

- Tuesday, April 7, 2015 at 10:00 a.m. in Tumwater
- Friday, July 17, 2015 at 9:00 a.m. in Spokane
- Tuesday, October 6, 2015 at 12:00 p.m. will be a conference call.

**4. PRESENTATION ON MILITARY PROGRAM**

The board received a presentation by Tommy Simpson, military program manager. The department is asking the board to determine military equivalence training requirements for licensure of occupational therapy assistants. The board agreed to move and to initiate to file a CR101 rules process.

**5. RULES WORKSHOP/DISCUSSION OF:**

5.1 The board received a briefing from the department on its suggestion for updating the sexual misconduct rule. The board discussed whether or not to direct the

department to move forward with rule making on this topic. The board would like to receive more information on this and discuss it at the next meeting in April.

- 5.2 The board reviewed and discussed proposed rules revisions and will continue drafting rules:

WAC 246-847-030-Occupational Therapists Acting in a Consulting Capacity  
WAC 246-847-055- Initial application for individuals who have not practiced within the past four years.

WAC 246-847-068-Expired License

WAC 246-847-125-Applicants currently licensed in other states or territories

The board requested a copy of the physical therapist re-entry rule. The board did not make changes to the rules at this time. The board will discuss and may make changes to the rules at the next board meeting in April.

6. **REVIEW OF LISTS AND LABELS REQUESTS**-The board reviewed lists and labels requests to determine if the request should be approved or denied.

- 6.1 Everest Professional Education-Approved

- 6.2 Kim Institute-Approved

- 6.3 Infinity Rehab University-Approved

- 6.4 Manual Therapy Educators-Approved

- 6.5 University of Washington Foundation-Approved

- 6.6 Health Market Science-Denied

- 6.7 University of Washington, Hand Therapy Course-Approved

7. **BUSINESS PLAN**-The board reviewed and updated the Business Plan as needed.

The board reviewed the Business Plan from 2009 and discussed making updates to the plan. Mrs. Weed will make a couple changes to the business plan and bring it back to the next meeting in April.

8. **EXECUTIVE DIRECTOR REPORT**-Information provided to the board by Executive Director, Trina Castle.

- 8.1 Current Budget Report – Ms. Castle provided an updated budget report to the board. She shared that the budget had been significantly affected due to a recent

multiple day disciplinary hearing. However, revenue continues to exceed expenditures at this point.

- 8.2 The committee discussed designating a representative and an alternate to participate in the weekly legislative update meetings during the 2015 legislative session. Ms. Castle explained that the purpose of meet me calls is to go over bills that are introduced during the legislative session. The calls are on Tuesday mornings and last approximately 30 minutes. The committee voted and designated Beth Rollinger as the representative and Veronica Chase as the alternate.
- 8.3 Ms. Castle notified the board that the Department of Health is setting up Citrix accounts for each board member. This will allow board members to log into the department’s computer network directly so board documents do not need to be stored on personal or work computers. Public disclosure and security of confidential information is of concern.

**9. PROGRAM MANAGER REPORT-**Information provided to the board by Program Manager, Kathy Weed.

- 9.1 Licensing Statistics – Kathy Weed, Program Manager, provided updated information regarding the number of licensed occupational therapists and assistants, and the number of pending applications for both. Statistics included information from January of 2014 and January of 2015. Information regarding the number of OTs with endorsements was also provided. Licensing statistics for the Occupational Therapy Program are as follows:

	<b>OT Jan. 2014</b>	<b>OT Jan. 2015</b>	<b>OTA Jan. 2014</b>	<b>OTA Jan. 2015</b>
Active Licenses	3089	2956	828	939
Inactive License	95	96	18	16
Expired License	2505	2662	730	772
Revoked License	2	2	1	2
Suspended License	3	3	4	4
Pending Licensure	64	53	48	31

<b>OT ENDORSEMENT TYPE</b>	<b>Jan. 2014</b>	<b>Jan. 2015</b>
Wound care management	64	76
Sharp debridement	51	57

- 9.2 Recruitment update-Mrs. Weed is waiting to hear back from the Governor’s office about recruiting a new board member to replace Karin Schulze’s position.

- 10. PRESENTATION ON BOARD DELEGATIONS-**Information provided to the board by the Assistant Attorney General, Debra Defreyn.

The board reviewed and discussed automatic delegations to the Adjudicative Service Unit (the health law judges) to keep on file with the adjudicative clerk's office. The purpose in approving the delegations is to give DOH staff the authority to carry out the administrative functions of the board's decisions. The board discussed delegating summary orders for out of state cases, summary orders for DSHS cases, final orders on an individual case basis where the case does not involve standards of practice or clinical issues, default orders, and cases where a brief adjudicative proceeding would be applicable. The full board voted unanimously in favor to approve the delegations. Noncompliance was previously delegated in 2006.

- 11. PRESENTATION ON ALTERNATIVE TO DISCIPLINE-**The board received a presentation from Bill Kellington, Staff Attorney on the department's alternative to discipline rules.

The department is working on rules concerning remediation plans for licensed health professionals that enable eligible complaints of unprofessional conduct to be resolved through education. The rule creates strict requirements for a case to be eligible, as this program is for very minor cases. The remediation plan is not disciplinary action and is not reported. The plan is an agreement between the license holder and the department that includes educational or corrective activities intended to resolve practice-related deficiencies.

- 12. CORRESPONDENCE-**The board reviewed, discussed and responded to any correspondence received by program staff.

No correspondence received at this time.

- 13. AGENDA ITEMS FOR FUTURE MEETINGS-** The board discussed agenda items for future meetings:

- Sexual Misconduct Rule Language
- Overview of complaint and discipline process
- Review of policies and procedures
- Update Business Plan
- Proposed Re-entry rules
  - WAC 246-847-030-Occupational therapists acting in a consulting capacity.
  - WAC 246-847-055-Initial application for individuals who have not practiced within the past four years.
  - WAC 246-847-068-Expired License
  - WAC 246-847-070-Inactive credential.

- WAC 246-847-125-Applicants currently licensed in other states or territories.

**14. CONSENT AGENDA-GENERAL INFORMATION**

A copy of the December 2014 issue of “The Sentinel News for DOH Employees” was provided to board members.

**15. OPEN FORUM FOR PUBLIC COMMENT**

There was no public comment at this time.

**16. ADJOURNMENT**

The board adjourned at 2:21. The next regularly scheduled board meeting is April 7, 2015 and is scheduled to be held at The Department of Health in Tumwater. The meeting is also available via webinar. Information will be posted on the Occupational Therapy website.

**CLOSED SESSION – 2:21 p.m.**

**17. APPLICATION REVIEWS**

No application reviews at this time.

**18. DISCIPLINARY CASE REVIEWS**

See disciplinary meeting minutes.

Respectfully submitted:

Approved:

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Kathy Weed  
Program Manager

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Beth Rollinger, Chair  
Occupational Therapy Practice Board