



OCCUPATIONAL THERAPY PRACTICE BOARD MEETING MINUTES

April 7, 2015

10:00 AM

Department of Health- Town Center Two
111 Israel Road SE, Room 158
Tumwater, WA 98501

On April 7, 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

BETH ROLLINGER, OT, CHAIR
SHERYL ZYLSTRA, OT
ANN ERICKSON, OT

MEMBERS ABSENT

BRENDA LEMPE, COTA

STAFF PRESENT VIA PHONE

KATHY WEED, PROGRAM MANAGER
SANDIE PEARSON, PROGRAM SUPPORT
TRINA CASTLE, EXECUTIVE DIRECTOR
GAIL YU, AAG
BILL KELLINGTON, STAFF ATTORNEY

PRO – TEM MEMBER PRESENT

KARIN SCHULZE, PRO-TEM MEMBER

GUESTS PRESENT VIA WEBINAR

AN NGUYEN
KATE WHITE-TUDOR
MARY JEPSE

Tuesday, April 7, 2015– 10:00 a.m. – OPEN SESSION

1. CALL TO ORDER

The meeting was called to order by board chair, Beth Rollinger, at 10:17 a.m.

1.1 Introductions

The board, staff, and audience members who were present in person and by webinar introduced themselves. Kathy Weed, Program Manager presented Karin

Schulz with a clock and thanked her for serving on the board for six years. Ms. Weed also shared that Ms. Schulz has been appointed by the Secretary to serve as a Pro-Tem member for disciplinary cases.

Ms. Weed informed the board that Veronica Chase, Public Member, has resigned from the board. Ms. Chase will be attending college to become an Occupational Therapist. Ms. Weed will begin recruiting for the public member position.

1.2 Approval of Agenda

A motion was made and seconded to approve the agenda as presented. The board voted and approved the agenda as presented.

1.3 Approval of the January 9, 2015 conference call Meeting Minutes

Board members reviewed and voted to approve the January 9, 2015 conference call 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. REVIEW OF LISTS AND LABELS REQUESTS – The board reviewed the following lists and labels requests and determined to approve or deny the request:

2.1 Harborview Medical Center – The board reviewed and voted to approve the lists and labels request from Harborview Medical Center.

2.2 JVB Enterprises, Inc. – The board reviewed and voted to approve the lists and labels request from JVB Enterprises, Inc.

2.3 Eastern Washington University – The board reviewed and voted to approve the lists and labels request from Eastern Washington University.

2.4 Monster World Wide – The board reviewed and voted to deny the lists and labels request from Monster World Wide.

2.5 Therapy Staff, LLC – The board reviewed and voted to deny the lists and labels request from Therapy Staff, LLC.

3. RULES WORKSHOP/DISCUSSION OF:

3.1 The board considered a request from the department on its suggestion to update the sexual misconduct rule. The board discussed whether to direct the department

to move forward with rule making on this topic. Board members were provided with the current rule language and the rule language proposed by the Secretary of Health. Bill Kellington, Supervising Staff Attorney provided complaint and disciplinary statistics relating to sexual misconduct for the Occupational Therapy professions. The report showed that since July 2013 there has been one complaint against an OTA regarding sexual misconduct. The Secretary's proposed rule includes "key party" which could include a parent, guardian, etc. Ms. Zylstra made a motion to open and update the sexual misconduct rules. Ms. Erickson seconded the motion. The board voted in favor of the motion to open and update the sexual misconduct rules. Ms. Weed will file the CR 101 to begin the rule writing process.

- 3.2 The board reviewed and discussed proposed rules revisions. The CR 101 for rule writing was created in 2008 and doesn't include updating the sexual misconduct rules as suggested by the Secretary of Health, or Military. A motion was made and seconded to withdraw the current CR101 (established in 2008) and re-open a CR 101 that will include working on the following 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
 - WAC 246-847-010 – Definitions
 - WAC 246-847-065 Continued competency
 - WAC 246-847-210 – Unprofessional conduct – Sexual misconduct
 - WAC 246-847-XXX - Military Equivalence for OTA's

4. CORRESPONDENCE – The board reviewed and discussed responding to correspondence received by program staff.

- 4.1 Can an OT use a pulse oximeter to assess oxygen levels? Board members discussed that using a pulse oximeter is often times included in taking vitals during patient assessment. In most settings this is an accepted practice, however, OT's should check to be sure it is accepted within the facility/worksites where they are practicing. Ms. Weed will respond on behalf of the board.
- 4.2 Can an OT Aide use electro stimulation if supervised by an OT? Board members discussed using electro stimulation is considered a skilled occupational therapy service which are not provided by OT aides per WAC 246-847-010 (11). Ms. Weed will respond on behalf of the board
- 4.3 Is it possible to offer telehealth for clients or is there a face to face requirement? The board discussed telehealth and what is required and whether OT's were able

to offer telehealth to their clients. Ms. Rollinger suggested that the board look at the American Occupational Therapy Association's (AOTA) telehealth guidelines at the next meeting. Another suggestion was that the board look at the guidelines used by the Medical Quality Assurance Commission (MQAC) at the next meeting as well. The board deferred further discussion of this question to the next meeting, scheduled for July 2015. Updated meeting information can be found on the OT webpage.

5. REVIEW OF EXISTING POLICIES AND PROCEDURES – The board reviewed and discussed current policies and determined whether to update, rescind, or re-approve.

5.1 Policy 1.1 Election of Officers – The board reviewed and discussed this policy. The board discussed whether having a policy regarding election of officers is necessary since RCW 18.59.120 (3) states:

“The board shall meet during the first month of each calendar year to select a chair and for other purposes.”

Ms. Erickson made a motion to rescind Policy 1.1 Election of Officers since RCW 18.59.120 (3) covers this. The motion was seconded, and the board voted in favor to rescind Policy 1.1.

5.2 Policy 1.3 Complaints Against Board Members – Bill Kellington, Supervising Staff Attorney shared that the department has a policy regarding complaints against board members. The board deferred further discussion regarding Policy 1.3 to the next meeting and asked staff to bring the departments' policy to the meeting for review.

5.3 Policy 1.4 Contacts with Board Members – The board discussed Policy 1.4 Contacts with Board Members. The board discussed the policy and that it is a useful guide for members regarding being contacted in relation to a disciplinary case or other issues. Ms. Zylstra made a motion to re-approve Policy 1.4 Contacts with Board Members. Ms. Erickson seconded the motion. The board voted in favor of re-approving Policy 1.4 Contacts with Board members.

6. EXECUTIVE DIRECTOR REPORT – The following information was provided to the board by Executive Director, Trina Castle.

6.1 Current Budget Report, unlicensed practice expenditures – Ms. Castle provided an updated budget report to the board members. The report showed excessive expenses for AG Support. Ms. Castle explained that these expenses were related to a disciplinary hearing. She also reported that despite the AG expenses the overall budget looks good, and that revenue continues to exceed expenditures.

Ms. Castle also explained that while Secretary of Health oversees the unlicensed practice cases, the cost of investigation etc. still come out of the OT budget. She

shared that during the last biennium, there had only been one case of unlicensed practice by an OT/OTA. The overall cost to the program for this case was \$2600.

- 6.2 Legislative update, meet-me-call alternate attendee – Ms. Castle updated the board on the legislative meet-me-calls and current legislation.
- House Bill 1010 – Concerning referral of medical cases to occupational therapists. This bill is still alive and proceeding through the legislative process.
 - Senate Bill 5870 – Prohibiting the use of aversion therapy in the treatment of minors. This bill is still alive and proceeding through the legislative process.
 - Senate Bill 5488 – Concerning applied behavior analysis. This bill creates a new health profession and is still alive and proceeding through the legislative process.
 - House Bill 1424 – Concerning suicide prevention. This bill adds other health professions to those required to obtain training in suicide prevention as part of their continuing education.
 - House Bill 1339 – Allowing the secretary of health to intercede and stay any decision of a disciplinary authority that expands scope of practice. This bill is still alive and proceeding through the legislative process.

Staff will update the board at the next board meeting scheduled for July. Updated meeting information can be found on the OT webpage.

- 6.3 Citrix – Ms. Castle updated the board on efforts made by the department to secure Citrix access for all board, commission, and committee members. The department is still moving forward with this and hopes to implement Citrix access for board, commission, and committee members in the fall of 2015. Once implemented, board, commission, and committee members will have secure remote access to the departments server for work related to their serving as a board, commission, or committee member.

7. PROGRAM MANAGER REPORT – Information was provided to the board by Program Manager, Kathy Weed.

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

	OT May 2014	OT April 2015	OTA May 2014	OTA April 2015
Active Licenses	3139	3229	851	947
Inactive License	97	102	17	16
Expired License	2553	2692	745	798

Revoked License	2	2	1	-
Suspended License	3	3	4	-
Pending Licensure	78	69	31	18

OT ENDORSEMENT TYPE	May 2014	April 2015
Wound care management	67	78
Sharp debridement	52	58

7.2 Recruitment update – Ms. Weed reported to the board that she is actively recruiting for the public member position since Ms. Chase resigned from the board to attend school. Ms. Weed shared that if anyone interested in serving as a public member needs to visit the governor’s website to apply. Applications for the public member position need to be submitted by April 20, 2015.

7.3 Business Plan – Ms. Weed shared the updated business plan with the board. She also shared that the business plan is a living document and will be reviewed at every meeting. The board reviewed and discussed updating the PowerPoint Presentation used to provide educational presentations under Goal III Objective C. The board also suggested staff contact Eastern WA. University about presenting to the students enrolled in the OT program. Staff will work on the presentation and bring to the next meeting for the board to review.

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

- New CR101
- AOTA and MQAC telehealth guidelines
- DOH Policy regarding complaints against board members
- Business Plan
- Presentations – Disciplinary process
- Policies
- Presentation – Paul Grace from NBCOT

9. CONSENT AGENDA-GENERAL INFORMATION

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

10. OPEN FORUM FOR PUBLIC COMMENT

There was no public comment at this time.

11. ADJOURNMENT

The board adjourned at 1:47 p.m. The next regularly scheduled board meeting is July 17, 2015 and is scheduled to be held at The Department of Health in Spokane, WA. Updated meeting information will be posted on the Occupational Therapy website.

CLOSED SESSION – 1:48 p.m. to 1:56 p.m.

12. APPLICATION REVIEWS

Foreign Applicant 15-4 – Approved
Foreign Applicant 15-5 – Approved

18. DISCIPLINARY CASE REVIEWS

See disciplinary meeting minutes.

Respectfully submitted:

Approved:

Kathy Weed
Program Manager

Beth Rollinger, Chair
Occupational Therapy Practice Board