



OCCUPATIONAL THERAPY PRACTICE BOARD MEETING MINUTES

April 28, 2016

10:00 AM

Department of Health – Kent
20425 72nd Ave. S., Suite 310, Room 306
Kent, WA 98032

On April 28, 2016 the Occupational Therapy Practice Board met at The Department of Health, Kent, 20425 72nd Ave. S., Suite 310, Room 306, Kent, WA 98032. 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
DI IRONS, PUBLIC MEMBER

MEMBERS PRESENT VIA WEBINAR

SUNNY ANDERSON, COTA

MEMBERS ABSENT

ANN ERICKSON, OT

STAFF PRESENT

KATHY WEED, PROGRAM MANAGER
SANDIE PEARSON, PROGRAM SUPPORT
TRINA CASTLE, EXECUTIVE DIRECTOR
TANYA MILLS, CREDENTIALING SUPERVISOR
HYON YI, CUSTOMER SERVICE
NICOLE KELLY, STAFF ATTORNEY
SIERRA MCWILLIAMS, AAG

Thursday, April 28, 2016 – 10:00 a.m. – OPEN SESSION

1. CALL TO ORDER

The meeting was called to order by Board Chair, Beth Rollinger, at 10:01 a.m.

1.1 Introductions

The board, staff, and audience members introduced themselves.

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 8, 2016 Meeting Minutes

Board members reviewed and discussed the January 8, 2016 Meeting Minutes. A motion was made, seconded and the board voted in favor of approving the January 8, 2016 Meeting Minutes as presented.

2. **CORRESPONDENCE** – The board reviewed and discussed correspondence received by program staff.

2.1 Does complying with the federal regulations by completing the drug regimen review fall within the PT, OT, or SLP Oregon and/or Washington scope of practice?

The board requested this item be tabled to allow the other professions to provide their input.

2.2 Is the PT, OT, or SLP able to add medications to a written or electronic list after confirming that this medication is missing? What about removing and updating (such as dosage) medications?

The board requested this item be tabled to allow the other professions to provide their input.

2.3 Are therapists able to transcribe medications as written to patient friendly language?

The board requested this item be tabled to allow the other professions to provide their input.

2.4 If written material is provided for the PT, OT, or SLP regarding high risk medications (opioids, insulin, and warfarin/blood thinners) is that therapist able to provide information to a patient regarding signs and symptoms to watch for and when to contact their physician?

The board requested this item be tabled to allow the other professions to provide their input.

- 2.5 Is the therapist able to provide a written medication list to the patient at the time of discharge from HH services (with no expectation that the therapist review the list or provide any teaching or instruction)? If the therapist identifies a verified discrepancy on the list, can they add or make changes to the list?

The board requested this item be tabled to allow the other professions to provide their input.

- 2.6 If the indication or purpose for a medication is missing from the patient's medication list and the therapist is able to verify the purpose either within the medical record or with the patient's physician, can the therapist add this information to the patient's medication list? What if the patient verifies the purpose?

The board requested this item be tabled to allow the other professions to provide their input.

3. **ONLINE RENEWAL PROCESS** – The board discussed and provided recommendations to the department for the information collection process that will take place during online renewals. The department's goal is to collect healthcare provider demographic information and to improve healthcare workforce information. The Information Collection Project is scheduled to begin in the second quarter of 2016.
4. **EXCEPTION APPLICATION MATRIX** – The board discussed developing an application matrix and giving the department the ability to approve minor offenses. Board members were presented information regarding exception applications and examples of other professions disciplinary matrixes. The matrix will help streamline the process by allowing credentialing supervisors to approve exception applications when the criminal record information meets specific board approved criteria. Board members reviewed and updated a disciplinary matrix to include specific guidelines and criteria for credentialing staff to use. A motion was made and seconded to accept the updated matrix and delegate to credentialing staff for use in licensing applicants. The board voted in favor of the motion.
5. **PRESENTATION ON THE AMERICAN OCCUPATIONAL THERAPY ASSOCIATION CONFERENCE** – Sheryl Zylstra reported back to the board regarding the AOTA Annual Conference she attended on April 6, 2016 to April 10, 2016 in Chicago, IL. She shared that telehealth was a main focus of the conference.
6. **RULES WORKSHOP** – The board discussed updating or revising the following rules sections that are open:
- WAC 246-847-065 – Continuing Competency – board members discussed whether to include CPR to the list of acceptable CE.

- WAC 246-847-100 – Examination Dates - repealed
- WAC 246-847-170 – Code of Ethics
- WAC 246-847-210 – Sexual Misconduct – board members suggested adding language referencing WAC 246-16-100 – Sexual Misconduct
- WAC 246-847-XXX – Telehealth and military equivalence – program staff will email board member information regarding this rule.

Board members worked on drafting language for the above rule sections. The board decided to schedule time on a future meeting agenda for a rules workshop to further discuss the remaining rules and continue drafting revisions.

7. REVEIW OF LISTS AND LABELS REQUEST – The board reviewed lists and labels requests to determine whether the request should be approved or denied.

- 7.1 Motivations, Inc. – The board reviewed, discussed and voted to approve a lists and labels request from Motivations, Inc.
- 7.2 Crisis Clinic – The board reviewed, discussed and voted to approve a lists and labels request from Crisis Clinic.
- 7.3 Oregon Health & Safety University – The board reviewed, discussed and voted to approve a lists and labels request from Oregon Health & Safety University
- 7.4 Advantage CEU’s.com – The board reviewed, discussed and voted to approve a lists and labels request from Advantage CEU’s.com.
- 7.5 Maple Leaf Center – The board reviewed, discussed and voted to approve a lists and labels request from Maple Leaf Center.

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

- 8.1 Current Budget Report – Ms. Castle provided an updated budget report to the board members. She shared that the current budget looks to be in good shape with revenue exceeding expenditures. Program staff will continue to monitor the budget and provide an updated report at the next meeting.
- 8.2 Citrix – Ms. Castle provided board members a status report regarding the use of Citrix by board members. There continues to be technical issues. Until the technical issues are resolved board members are encouraged to set up a folder on their computers to be used for board related business. An update will be provided at a future meeting.
- 8.3 Legislative Update – Ms. Castle shared that legislation had passed that increases fines for violation of the OPMA.

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

9.1 Licensing Statistics – Tanya Mills, Credentialing Supervisor provided updated licensing statistics. Licensing statistics for the Occupational Therapy Program are as follows:

	OT April 2016	OTA April 2016
Active Licenses	3360	1015
Inactive License	98	16
Expired License	2897	856
Revoked License	2	1
Suspended License	5	5
Pending Licensure	49	14

9.2 Business Plan – Ms. Weed presented the Business Plan to the board. The Business Plan is a living document and is reviewed by the board regularly and can be updated per the board’s request. Board members reviewed, discussed and made no changes to the Business Plan at this time.

9.3 Recruitment Update – Ms. Weed shared that Sunny Anderson, COTA has been appointed to the board and will attend the next board meeting.

9.4 Leadership Meeting – There will be a Boards and Commissions Leadership Forum held on July 21, 2016 in Tumwater. Beth Rollinger will attend the BCC Leadership Forum.

9.5 School Presentations – Ms. Weed updated the board on her efforts to reach out to the schools. Ms. Weed will present information to the PIMA students on May 9th. A presentation to students attending Bates Technical College will be scheduled in the future. The other schools Ms. Weed reached out to have not contacted her as of this time.

9.6 Remaining 2016 dates and locations, WOTA dates – The board discussed meeting dates and locations for the remaining part of 2016. The board approved the following meeting dates and locations:

Meeting Date	Meeting Location
Friday, July 22, 2016	Tumwater
October 2016	TBD

Updated meeting information will be posted to the Occupational Therapy website.

10. **MEETING MINUTES** – The board discussed making meeting minutes more efficient by posting a draft version before the board finalizes them. The meeting minutes will be streamlined and shorter. A motion was made, seconded and the board voted in favor of making meeting minutes more efficient and posting a draft version of the meeting minutes to the web prior to the board finalizing them.
11. **AGENDA ITEMS FOR FUTURE MEETINGS-** The board discussed agenda items for future meetings:
- Rules update
 - Training – disciplinary process
 - Update on PT and SLP collaborative meeting
 - NBCOT Report
 - CAC – Board member attendance
 - Budget – Steve Hodgson

12. **CONSENT AGENDA-GENERAL INFORMATION**

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

13. **OPEN FORUM FOR PUBLIC COMMENT**

There was no public comment at this time.

14. **ADJOURNMENT**

The board adjourned at 2:22 p.m. The next regularly scheduled board meeting is Friday, July 22, 2016 and will be held in Tumwater. Updated meeting information will be posted on the Occupational Therapy website.

Respectfully submitted:

Approved:

Kathy Weed
Program Manager

Beth Rollinger, Chair
Occupational Therapy Practice Board