



**Board of Physical Therapy
Meeting Minutes**

April 29, 2016

8:00 a.m.

Icicle Village Resort, 505 Highway 2, Lake Wenatchee Room, Leavenworth, WA

On April 29, 2016, the Board of Physical Therapy met at the Icicle Village Resort, 505 Highway 2, Lake Wenatchee Room, Leavenworth, WA

MEMBERS PRESENT

Renee Compton, PTA, Chair
Andrew Wodka, PT, DPT, Vice-Chair
Ticha Green, PT, DPT
Chrisandra Osborne, PT, DPT
Lynne Robinson, PT, DPT
Donald Prest, Public Member

STAFF PRESENT

Kris Waidely, Program Manager
Cece Zenker, Program Support
Lilia Lopez, AAG Advisor
Bill Kellington, Supervising Staff Attorney
Alan Anderson, AAG Prosecutor

GUESTS PRESENT

No guests attended

OPEN SESSION

1. **CALL TO ORDER** - The meeting was called to order by Renee Compton, PTA, Chair, at 8:00 a.m.
 - 1.1 Welcome and Introductions – The board and staff introduced themselves.
 - 1.2 Approval of Training Agenda – The training agenda was approved as presented.
2. **ROLES, DEPARTMENT OF HEALTH STAFF**
 - Case Manager – Bill Kellington, Supervising Staff Attorney explained the role of the case manager to the board. The case manager makes sure that matters are heard in a timely, orderly manner.

- Staff Attorney – Mr. Kellington explained the role of the staff attorney to the board. Staff attorneys are not part of the Attorney General’s Office. However, they work with the Attorney General’s Office when formal charges are served.
- Compliance Officer – Monitors the respondent’s compliance with terms of the Order.
- Complaint Intake – The case file is initially set up and redacted for presentation to case management.

3. ROLES, ATTORNEY GENERAL OFFICE STAFF

- Advisor - Lilia Lopez, AAG provided information on the AAG Advisor role to the board and how it compares to the AAG prosecutor’s role and the staff attorney’s role.
- Prosecutor – Alan Anderson, AAG provided more detailed information on the AAG Prosecutor’s role to the board including how the case is handled before and at the hearing.

4. DISCIPLINE PROCESS OVERVIEW – Mr. Kellington provided an overview of the disciplinary process to the board.

5. DISCIPLINARY CASE REVIEW – Mr. Kellington provided training and information to the board members regarding the following:

- Case file – Organization - Members were provided an outline of case organization to guide them with tips on how to read a disciplinary case file.
- Case Summary – Mr. Kellington provided information to the board members about thinking about case evidence and how to provide a case summary when assigned as the reviewing board member (RBM).

6. MOCK CASE EXERCISES – STEPS IN THE PROCESS BEFORE HEARING

- Assessment – The case manager convenes a meeting to review new complaints to a panel of the board.
- Authorization – The panel of board members review the complaint and a decision is made to close or investigate the allegations.
- Investigation – A notice is sent to the respondent for an opportunity to respond. The investigator gathers witness statements, physical evidence, records, charts and documents. An investigative report is drafted.
- Case Disposition - Mr. Kellington reviewed the different legal actions that may be used in disciplinary cases. He discussed the importance of assessing cases when deciding how to pursue legal action and using the Sanctions Worksheet.
- Sanction Schedule Examples - The Sanctions Worksheet was reviewed. Members discussed how to use the Sanctions Worksheet tool to guide them when acting as the RBM.
- Negotiations – After charges are served, the respondent may request a conference if settlement is not achieved through written documents. The reviewing board member, respondent, respondent’s attorney if any, and the staff attorney will attend. The assistant attorney general may attend.
- Compliance Monitoring – If the final order or Stipulation to Information Disposition (STID) requires certain activities, the case is assigned for compliance monitoring. Compliance staff monitors dates and terms of the order and reminds the provider if they do not submit required information.

7. **HEARINGS** - A hearing is scheduled when settlement is not reached between the board and the respondent. Information regarding sitting on a hearing panel was presented. Hearing panels are made up of board members that have not been involved in review of the case.
8. **ADJOURNMENT** – The meeting was adjourned by Renee Compton, Chair, at **2:00 p.m.**

Kris Waidely, Program Manager
Board of Physical Therapy

Renee Compton, PTA, Chair
Board of Physical Therapy