



## OCCUPATIONAL THERAPY PRACTICE BOARD WEBINAR MEETING MINUTES

September 23, 2016  
8:30 AM

This meeting was available by webinar only. Board members and participants registered in advance of the meeting.

On September 23, 2016 the Occupational Therapy Practice Board met via 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  
SUNNY ANDERSON, COTA  
DI IRONS, PUBLIC MEMBER

### **MEMBERS ABSENT**

ANN ERICKSON, OT

### **OTHERS PRESENT**

MARK LEHNER, OT  
PAM LORENES  
MARY SOMMERS  
KATE TUDOR  
CHUCK WILMARTH, AOTA  
CAROL SIEBERT, AOTA  
JACQUELINE SCHWARTZ

### **STAFF PRESENT**

KATHY WEED, PROGRAM MANAGER  
SANDIE PEARSON, PROGRAM SUPPORT  
TRINA CRAWFORD, EXECUTIVE DIRECTOR  
SIERRA MCWILLIAMS, AAG  
KATIE WÖLT, POLICY ANALYST  
PAULA MEYER, EXECUTIVE DIRECTOR, NQAC  
STEVE HODGSON, DIRECTOR OF FINANCE AND OPERATIONS

**Friday, September 23, 2016 – 8:37 a.m.**

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

The meeting was called to order by Board Chair, Beth Rollinger, at 8:07 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 July 22, 2016 Meeting Minutes

Board members reviewed and discussed the July 22, 2016 Meeting Minutes. Item 5 – Rules Workshop was amended to include the term “part-time” to WAC 246-847-140 – Field Work. A motion was made, seconded and the board voted in favor of approving the amended July 22, 2016 Meeting Minutes.

2. **BUDGET PRESENTATION** – Steve Hodgson, Director of Finance and Operations for Health Systems Quality Assurance (HSQA) provided a presentation on the department’s budget process. Mr. Hodgson explained that the board’s budget pays for discipline, credentialing, and board support. Ms. Zylstra asked about lowering the fees. Mr. Hodgson shared that when fees are being set, spending and revenue trends are reviewed quarterly. He also added that they may look at reducing fees in the future.
3. **DISCUSSION ON RAP BACK** – Paula Meyer, Executive Director, Nursing Quality Assurance Commission (NQAC) presented information to the board on pending legislation, known as RAP BACK that is sponsored by the department and the NQAC. Ms. Meyer explained that the department and the Nursing Commission is proposing legislation in 2017 to require RAP BACK. FBI RAP BACK collects, transmits, and stores electronic fingerprints. Ms. Meyer shared that currently Washington State only conducts FBI fingerprint background checks on new applicants with out of state addresses. Ms. Meyer requested the board consider joining NQAC by committing to writing rules for OT’s and OTA’s should RAP BACK pass during the 2017 legislative session. The board reviewed and discussed NQAC’s request. Ms. Weed will draft a letter of support and will present to the board at the next meeting for final review and approval.
4. **SCOPE OF PRACTICE CORRESPONDENCE** – Beth Rollinger, Chair provided the board with an update about the discussion on the scope of practice question presented at the April and July meetings and recent discussions with members of the Physical Therapy Board and the Board of Hearing and Speech. Ms. Weed provided the response letter sent to Kaiser by the Board of Hearing and Speech as an example. Board members discussed whether to wait for the AOTA position paper before responding to Kaiser. A motion was made and seconded to have Ms. Weed work with Ms. Rollinger on a response letter to Kaiser stating that the OT/OTA scope of practice is set by the legislature. The board voted in favor of the motion.

- 4.1 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?
  - 4.2 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?
  - 4.3 Are therapists able to transcribe medications as written to patient friendly language?
  - 4.4 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?
  - 4.5 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?
  - 4.6 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?
5. **RULES WORKSHOP** – The board updated and revised the following rules sections that are open:
- WAC 246-847-010 – Definitions – board members discussed removing the term “direct supervision” and “in association with” from the definitions.
  - WAC 246-847-030 – Consulting Capacity
  - WAC 246-847-155 – Initial Application
  - WAC 246-847-068 – Expired License
  - WAC 246-847-070 – Inactive Credential
  - WAC 246-847-140 – Field Work
  - WAC 246-847-125 – Applicants from Other States
  - WAC 246-847-XXX – Telehealth

Board members worked on draft language for the above rule sections. Ms. Weed will make the suggested changes to the draft rule language and send out on listserv for

comment. Comments on rule language will be presented to the board at the next meeting.

6. **PRESENTATION ON THE CITIZENS ADVOCACY CENTER (CAC) CONFERENCE** – Sheryl Zylstra, Vice Chair presented information to the board on the CAC Conference she attended on September 17 – 18, 2016 in Portland, OR. She reported that the major topic of discussion during the conference was telehealth. She shared that the board is on track with drafting rule language about this at this time.
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 Rehab Seminars – The board reviewed, discussed and voted to approve a lists and labels request from Rehab Seminars.
  - 7.2 TrancEnd, LLC – The board reviewed, discussed and voted to approve a lists and labels request from TrancEnd, LLC.
  - 7.3 Applause Hand Therapy – The board reviewed, discussed and voted to approve a lists and labels request from Applause Hand Therapy.
  - 7.4 Prime Health Care Staffing – The board reviewed, discussed and voted to deny a lists and labels request from Prime Health Care Staffing.
  - 7.5 WOTA – The board reviewed, discussed and voted to approve a lists and labels request from WOTA.
8. **EXECUTIVE DIRECTOR REPORT** – The following information was provided to the board by Executive Director, Trina Crawford.
  - 8.1 Current Budget Report – Ms. Crawford provided an updated budget report to the board members. She shared that the current budget is in good shape with revenue exceeding expenditures. She shared that staffing costs have increased due to hiring a new Program Manager. Ms. Crawford shared that staff will continue to monitor the budget.
9. **PROGRAM MANAGER REPORT** – Information was provided to the board by Program Manager, Kathy Weed.
  - 9.1 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.
  - 9.2 Update on CR 101 – Ms. Weed shared that she will be filing a CR 101 to open additional rule sections that need to have minimal changes made to them. The rules opened by this CR 101 will go through the same rule writing process as all other rules.

- 9.3 Potential dates and locations for 2016 and 2017 – Ms. Weed suggested setting the January 2017 meeting now. The board reviewed their calendars and voted to hold the January meeting in Tumwater on January 27, 2017. Updated meeting information will be posted to the board’s webpage.
- 9.4 WOTA Conference attendance – Ms. Weed shared she will be presenting at the WOTA Conference being held in Kennewick, WA on October 7 – 8, 2016.

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

- RAP BACK letter
- Rules update
- CR 101
- Training on discipline terminology
- Election of Officers

**11. CONSENT AGENDA-GENERAL INFORMATION**

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

A copy of a letter from public on continuing education requirements was provided to the board.

**12. OPEN FORUM FOR PUBLIC COMMENT**

There was no public comment at this time.

**13. ADJOURNMENT**

The board adjourned at 1:39 p.m. The next regularly scheduled board meeting is Friday, January 27, 2017 and will be held in Tumwater. Updated meeting information will be posted on the Occupational Therapy website.

Respectfully submitted:

Approved:

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Kathy Weed  
Program Manager

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Beth Rollinger, Chair  
Occupational Therapy Practice Board