

**Department of Health
Health Systems Quality Assurance
Office of Health Professions and Facilities
Washington State Podiatric Medical Board
Policy/Procedure**

Title:	Continuing Education Audits/ Approved and Non-approved courses/action taken for Non-Compliance	Number: PO95-34
Reference:	November 1, 1991; March 13, 1992; May 29, 1992; June 30, 1995; October 6, 1995; May 15, 1998; November 12, 1999; November 9, 2006; January 18, 2007; April 19, 2007 Board Minutes; April 12, 2012; July 12, 2012	
Contact:	Program Manager	
Effective Date:	July 12, 2012	
Supersedes:	October 6, 1995; May 15, 1998; November 12, 1999; April 19, 2007 (Continuing Education Audits; CE Credit for Instructing CE course)	
Approved:	Board	
Signature	Suzanne Wilson, DPM, Chair	

Purpose Statement:

The podiatric medical board encourages licensees to deliver high-quality patient care. The board recognizes that continuing education programs designed to inform practitioners of recent developments within podiatric medicine and related fields are beneficial to professional growth. The board encourages participation in podiatric continuing education as a mechanism to maintain and enhance competence. (WAC 246-922-300 and 310)

Policy:

The podiatric physician license renewal is due on or before the licensee's birthdate each year. Continuing education (CE) reporting periods will be every two years from birthdate to birthdate. Initial licensees first continuing education reporting period will be on their second renewal.

Limited Licensees (licenses for post graduate training programs) are not subject to the continuing education requirements.

CONTINUING EDUCATION COURSES DEFINED

• **Approved Training**

Approved courses shall be scientific in nature designed to provide information and enhance current knowledge of the mechanisms of disease and treatment, including applicable clinical information. (WAC 246-922-300)

Examples of approved training include:

1. Actively enrolled in an approved post graduate training program shall satisfy the total CE credits for the entire two year CE reporting period.
2. Serving as a seminar instructor: Five hours CE is granted per one hour of instruction. A maximum of **ten hours CE** is permitted for the two year CE reporting period.
3. ACLS (Course to include a minimum of 14 hours).
4. ACLS instructor's course.
5. Grand Rounds - 1) documented as to content and date; 2) signed by Medical Director of the program or Medical Staff Secretary. Twenty (20) credit hours are permitted in a two year CE reporting period.
6. Journal Club - Must be hospital sponsored and approved by the Continuing Podiatric Medical Education (CPME) organization. Topics and journals reviewed must be identified and documented by the hospital.
7. Hospital sponsored CE/lectures.
8. Video or audio programs, i.e., Foot and Ankle Quarterly, Data Trace International, and internet continuing education courses sponsored by the organizations identified in WAC 246-922-310, which require an assessment tool upon completion, are acceptable courses. The total hours for video, audio, and internet courses may not exceed 20 hours per two year CE reporting period.
9. Board certification courses.

- **Non-Approved Training**

Continuing education activities which do not affect the delivery of patient care, (e.g., marketing and billing), may not be claimed for continuing education credit. (WAC 246-922-300)

Non-approved training includes:

1. Serving as an instructor in a post-graduate training program.
2. CPR.
3. Marketing/billing courses.
4. Risk management courses and legal issues.
5. Hospital staff meetings, which do not include medical lectures.
6. Health care reform informational meetings.
7. Managed care organizational meetings.
8. Out-of-the country courses, unless sponsored by one of the organizations identified in WAC 246-922-310, must be approved by the Board prior to taking a course to use for meeting the licensing requirement.
9. Video, audio, internet programs **without** a self-assessment mechanism.

- **Documentation Required for All CE Activities**

Continuing education documentation shall include but is not limited to the following information:

1. Name of individual participant.
2. Name of sponsor.
3. Title and description of activity.
4. Date(s) of activity.
5. Format of activity, including educational methods (e.g., lecture, videotape, clinical participation).
6. Number of contact hours and/or CEU awarded.

- **Extensions**

Extensions **may only** be granted in the case of **illness, retirement, or other extenuating circumstances**. Extensions will generally be limited to 90 days. Individuals requesting extensions will be assessed the late penalty fee of \$300 if the extension

request is not received and approved prior to the license expiration date. **Allow at least two (4) weeks for considering extension requests.**

- **Non-Compliance with the Renewal Requirements**

The license renewal must be completed by the renewal_date, including the fee and completed CE affidavit. The late penalty fee of \$300 will be assessed if all requirements have not been received and verified.

Continuing to practice after expiration of a license is considered unprofessional conduct. A licensee may be referred for disciplinary action if they fail to provide proof of completion of the continuing education requirements for renewal of their license.

Procedure:

Responsibility

Action

Credentialing Staff

Compliance audits are sent to licensees following renewal of the license. Audit documents must include course verification certificates. The audit documents will be reviewed by the program manager. Documents that meet the CE requirements will be approved. Any questionable audit documents will be forwarded to a reviewing board member (RBM) for determination.

Requests for waiver and/or extension of the CE requirements will be reviewed by the Program Manager. The Program Manager may approve one 90 day extension. Requests for additional time or requests greater than 90 days will be referred to a RBM. Issues that do not meet the criteria for an extension will be forwarded to a RBM.

Reviewing Board Member

If the RBM is unable to verify the legitimacy of a course, the issues will be outlined and returned to staff to obtain additional information from the licensee. After review of the licensee's response, if the RBM is still not satisfied that the licensee has met the requirements as outlined in WAC 246-922-300 and 310, an extension may be granted to complete the number of deficient credit hours.

If a licensee's CE documentation does not meet the requirements, the Board may take corrective action.

Case Manager

Process potential action the same as any other disciplinary case.