



## Board of Physical Therapy Public Meeting Minutes

May 18, 2011

10:00 a.m.

Department of Health, Town Center Two – Room 158, 111 Israel Rd SE, Tumwater, WA

On May 18, 2011 the Board of Physical Therapy met at the Department of Health, Town Center Two – Room 158, 111 Israel Rd SE, Tumwater, WA. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

### **MEMBERS PRESENT**

PAULA MAYS, PT, CHAIR  
MARSHA MELNICK, PT, PHD  
STACEY KLOEPFER, PUBLIC MEMBER  
ROBERT SCHMIDT, PT

### **MEMBERS ABSENT**

BRETT WINDSOR, PT, VICE CHAIR  
SUSAN SCHOFIELD, PTA

### **STAFF PRESENT**

LISA HODGSON, EXECUTIVE DIRECTOR  
KRIS WAIDELY, PROGRAM MANAGER  
SANDIE PEARSON, PROGRAM REPRESENTATIVE  
OSCAR CHAVES, AAG  
ROBIN BUCKNELL, DISCIPLINE CASE MANAGER  
MIKE BROWN, STAFF ATTORNEY  
DIANE YOUNG, CREDENTIALING MANAGER

### **GUESTS PRESENT**

PATRICIA R. MUCHMORE, PHYSICAL THERAPY ASSOCIATION OF WASHINGTON (PTWA)  
JACKIE BARRY, PHYSICAL THERAPY ASSOCIATION OF WASHINGTON (PTWA)

### **OPEN SESSION – 10:06 a.m.**

1. **CALL TO ORDER** – The meeting was called to order by Paula Mays, Chair at 10:06 a.m.
  - 1.1 Introductions – The Board, staff, and audience introduced themselves.
  - 1.2 Approval of Agenda – The meeting agenda was amended to add correspondence and Disciplinary Meeting Minutes. The agenda was approved as amended.
  - 1.3 Approval of Meeting Minutes from March 30, 2011 – The minutes from March 30, 2011 were amended. Item 6 – Budget Issues and Cost Reduction was amended to include education with school presentations in the bulleted list. The minutes from the March 30, 2011 meeting were approved as amended.

2. **CREDENTIALING UPDATE** – Diane Young, Credentialing Manager, updated the Board on recent improvements made in credentialing timelines. Program staff and the credentialing unit have worked closely to improve licensure timelines for physical therapists and physical therapist assistants. Additional staff training, as well as providing information regarding the application process through a webinar has been helpful to students and applicants. Tips for applying to be a physical therapist/physical therapist assistant have also been added to the PT webpage. Applying early is especially important as the Federation of State Boards of Physical Therapy (FSBPT) begins to implement their new fixed-date testing. Paula Mays, Chair was pleased to report that eligible students from all Washington State schools are able to sign up to take the exam prior to the FSBPT move to fixed-date testing. Ms. Mays and the Board thanked Kris Waidely, Program Manager and the credentialing unit for prioritizing this issue and working together to improve licensure timelines.
3. **PHYSICAL THERAPY PREREQUISITE COURSES** – The Board reviewed and discussed information received from Washington State Physical Therapy Colleges and Universities regarding whether on-line Chemistry and Physics Courses with labs are allowed. Several schools reported that these courses are allowed. It is difficult to determine on transcripts if courses are in-person or on-line. Ms. Waidely also contacted the Commission on Accreditation in Physical Therapy Education (CAPTE) and they provided a list of recommended Physical Therapy Program Prerequisites that PT programs could use as a guide. However, there is no requirement that PT programs use this list. They also reported that it is up to each college or university to determine whether or not they will allow courses that include labs to be completed on-line or in-person. The Board agreed that Reviewing Board Members need to keep this in mind when reviewing foreign trained applicants for licensure.
4. **CORRESPONDENCE** – The Board reviewed and discussed an email received by program regarding the fifth visit reevaluation of the patient. The board clarified the intent of RCW 18.74.180(2) (a) is that the Licensed Physical Therapist is required to reevaluate the patient by the fifth visit. The Board directed Ms. Waidely to work with Ms. Mays and Oscar Chaves, AAG to draft a response on behalf of the Board.
5. **BOARD MEMBER TRAINING** – Paula Mays, Chair provided an overview to the Board regarding her experiences on the Board and some of the issues she has faced. She reminded the Board that when talking with the public it is important for board members to be clear that they are speaking as an individual, not on behalf of the Board. Ms. Mays provided guidance and information to the new members regarding acting as a Reviewing Board Member in reviewing foreign trained applicants and disciplinary cases. She also encouraged the two newest board members to contact Ms. Waidely or program staff if they have any questions.
6. **POWERPOINT PRESENTATION** – Marsha Melnick provided an overview and the Board discussed the PowerPoint Presentation that is used for school presentations.

**CLOSED SESSION - 11:45 a.m.**

**7. REVIEW OF APPLICATIONS**

Applicant B – approved  
Applicant D – approved

**8. DISCIPLINARY CASE REVIEWS – See Disciplinary Meeting Minutes**

**OPEN SESSION - 12:51 p.m.**

**9. OPERATING AGREEMENT –** Lisa Hodgson, Executive Director provided the Board with background information regarding the Operating Agreement. The Operating Agreement was brought to the Board a year ago. At that time the Board made suggested changes to the agreement regarding budget development and setting fees. The Physical Therapy Board is one of three boards or commissions who have not yet signed the agreement. The suggested changes were reviewed and Secretary Selecky wanted the Board to know the Board's input is appreciated. However, a standard agreement with all the boards and commissions is preferred. The Board reviewed, discussed and approved the Operating Agreement as presented.

**10. SIGNATURE DELEGATION –** Ms. Hodgson provided the Board an overview of the Signature Delegation Policy/Procedure. She reminded members that the Board retains all decision making, however delegates signature authority to Department of Health staff to assist in expediting some selective functions. Signatures for items such as final orders are retained by the Board. The Board reviewed, discussed and voted to accept the Signature Delegation as presented.

**11. POLICY REVIEW –** The Board reviewed and accepted or updated the following board policies:

**1. BOARD MEETINGS**

- 1.1 Meeting Dates – board updated procedure
- 1.2 Proposed Agenda Items – board accepted procedure

**2. BOARD MEMBERS**

- 2.1 Role of Board Members – board accepted procedure
- 2.2 Election of Officers – board accepted procedure

**3. BOARD BUSINESS / BOARD POSITIONS**

- 3.1 Board Newsletter Articles – board accepted procedure
- 3.2 Use of the Term "Sports Medicine" – board accepted procedure

**4. APPLICATION PROCESS**

- 4.2 Board Approved Credential Evaluation Services – board accepted procedure
- 4.3 Application Status – Available to Applicant Only – board accepted procedure
- 4.4 Communication of Board Decisions – board accepted procedure

- 4.6 Applicants Who Have Not Been Actively Engaged in Physical Therapy Practice – board updated procedure
- 4.7 Graduates from Unapproved Physical Therapy Programs-Addendum – board accepted procedure
- 4.9 Applicants from Unapproved Schools - Reevaluation of Additional Coursework/CLEP – board updated procedure

**5. EXAMINATIONS**

- 5.4 Acceptable Clinical Training/Coursework under WAC 246-915-020(3) – board updated procedure

**6. LICENSURE MATTERS** (These procedures have been previously rescinded)

**7. DISCIPLINARY MATTERS**

- 7.5 Guidelines for Mental Health Evaluators – will update and bring back for Board approval at a future meeting

- 12. BUSINESS PLAN** – Ms. Waidely provided the Board an overview of the 2011 – 2013 Business Plan. The Board reviewed, discussed, updated and approved the 2011-2013 Business Plan.

**13. PROGRAM REPORT**

- 13.1 Budget – The Board was provided an update on the status of the 2009 to 2011 budget. The Board reviewed and discussed the budget. Program staff will continue to closely monitor the budget.

- 13.2 Planning for upcoming meetings – The Board was informed of the upcoming Leadership Meeting on June 14<sup>th</sup> with the Department of Health. Robert Schmidt will attend this meeting.

The Board has requested the following items be placed on the agenda for Board consideration at future meetings.

- Information on dry needling

- 13.3 Provided for the Board's information

- CBT Comment Summary and Candidate Satisfaction Survey

- 14. ADJOURNMENT** – The meeting was adjourned at 2:40 p.m.

Respectfully submitted:

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Kris Waidely, Program Manager

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Paula Mays, PT, Board Chair