


**Department of Health
Washington State Chiropractic Quality Assurance Commission
Procedure**

Title:	Initial and Re-approval of Chiropractic X-ray Technician Courses
Reference:	RCW 18.25.180, WAC 246-808-203, and WAC 246-808-207
Contact:	Betty J. Moe, CQAC Director of Operations and Policy
Effective Date:	DRAFT – January 11, 2024
Supersedes:	N/A
Approved:	 Dana Clum, DC, Chair, Chiropractic Quality Assurance Commission

Purpose Statement

The purpose of this procedure is to establish a process for the Washington State Chiropractic Quality Assurance Commission (Commission) to review and approve courses of study for Chiropractic X-ray Technicians.

To maintain continuity and fairness to all courses, the standards and procedures set shall apply equally to all courses.

Policy Statement

The Chiropractic Quality Assurance Commission is the entity within the State of Washington with the authority and responsibility to:

- Adopt rules necessary and appropriate to carry out the employment of X-ray technicians as listed in RCW 18.25.180.

The Commission's intent is to review initial requests and re-approval requests. Re-approvals for chiropractic X-ray technician courses will be required if the course deviates from the initial information provided to the Commission or adds course instructor(s). This is to ensure the course and instructor(s) remains in compliance with the training, education, and examination requirements set in rule by the Commission.

The following process will be used for the Commission's review or re-approval of Chiropractic X-ray Technician courses:

INITIAL REVIEW/RE-REVIEW

When a request for Commission approval of a Chiropractic X-ray Technician course is received, program staff will:

- Review the information to see if the request is complete.
- Assign two reviewing commission members (RCMs) and forward each of them a copy of the request and supporting documentation. A request checklist will be included.
- Determine and assign the commission meeting that the RCMs will present their review. RCMs require up to two weeks to review course materials.

When RCMs receive the request and supporting documentation, they will review the request and work with the other assigned RCM to discuss their findings prior to presenting at the commission meeting.

When the RCMs complete their review, they will:

- Provide commission staff with the RCM checklist prior to the commission meeting and identify one of the following:
 - Deficiencies.
 - Approval or re-approval.
 - Denial. If a chiropractic X-ray technician educational program is denied, the applicant will be able to request a brief adjudicative proceeding pursuant to WAC 246-11-420.
- Present their findings at the assigned commission meeting for commission action.

4. Commission staff will do one of the following at the direction of the commission:

- Prepare a letter to the course instructor outlining any deficiencies and a deadline to receive the required documentation, or
- Send a letter of approval or re-approval.
- Staff will maintain a list of approved or denied programs to include date of approval or denial.

When program staff receives the additional documentation or clarification, they will forward it to the RCMs to be considered with the initial request and steps 2-5 will be repeated.

COURSE CHANGES- shall follow initial review steps.

DENIAL

The following will constitute an automatic denial or revocation of course approval:

1. A potential or current instructor has had their license suspended, revoked, or otherwise conditioned within the preceding five years,
2. The chiropractor does not meet the requirements as listed in WAC 246-808-207(2)(c).