On January 26, 2018 the Occupational Therapy Practice Board met at The Department of Health, Creekside Two at CenterPoint, 20425 72nd Ave, S, Suite 310, Room 309, Kent, WA 98032. 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, VICE-CHAIR (VIA WEBINAR)  
SUNNY ANDERSON, COTA  
DI IRONS, PUBLIC MEMBER

**STAFF PRESENT**
KATHY WEED, PROGRAM MANAGER  
SANDIE PEARSON, PROGRAM SUPPORT  
SIERRA McWILLIAMS, AAG  
KATIE WOLT, POLICY ANALYST  
KATHY SCHMITT, DEPUTY DIRECTOR  
TANYA MILLS, CREDENTIALING SUPERVISOR

**GUESTS PRESENT**
ROBIN JONES  
JAMIE MC ManaMon

Friday, January 26, 2018 – 9:00 a.m. – OPEN SESSION

1. **CALL TO ORDER**

The meeting was called to order by Board Chair, Beth Rollinger, at 9:00 a.m.

1.1 **Introductions**

The board and staff introduced themselves.
1.2 Approval of Agenda

A motion was made and seconded to amend the agenda to move Item 1.4 Election of Chair and Vice-Chair to Item 8.5. A motion was made to approve the agenda as amended. The board voted and approved the amended agenda.

1.3 Approval of the October 20, 2017 Meeting Minutes

Board members reviewed and discussed the October 20, 2017 Meeting Minutes. A motion was made, seconded and the board voted in favor of approving the October 20, 2017 Meeting Minutes as presented.

1.4 Remaining 2018 dates – The board discussed the remaining meeting dates for 2018. The board approved the following meeting dates and locations:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 20, 2018</td>
<td>TBD</td>
</tr>
<tr>
<td>October 5, 2018</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Updated meeting information will be posted to the Occupational Therapy webpage.

2. RULES HEARING 9:10 a.m. to 9:20 p.m.

The board conducted a rules hearing to receive public comment regarding the following changes to rules listed below:

- WAC 246-847-051, change first paragraph from “Graduates of a United States military occupational therapy assistant course that is determined to meet the substantial equivalency requirements may apply for licensure in this state when the following additional requirements have been submitted:” to “A graduate of a United States military occupational therapy assistant course that is substantially equivalent to the requirements in chapters 18.59 RCW and 246-847 WAC may apply for licensure in this state when the following additional requirements have been submitted to the department:”
- WAC 246-847-055(2) change “Initial applicants” to “An initial applicant” And change the phrase “submit proof of” should be revised to “submit proof to the department of:”
- WAC 246-847-055(2)(c) change “Completion of additional requirements as may be required by the board” to “Completion of any additional requirements as required by the board.”
- WAC 246-847-055(3) change the phrase “submit proof of” to “submit proof to the department of:”
• WAC 246-847-055(3)(d), change “Completion of additional requirements as may be required by the board” to “Completion of any additional requirements as required by the board.”

• WAC 246-847-065 Add the word “The” before the word “licensee” in the introduction statement and in WAC 246-847-065(1).

• WAC 246-847-065(2)(o) change the phrase “per renewal period” to “per reporting period”.

• WAC 246-847-068(2), -068(3), and -068(4) change the phrase “submitting proof of” to “submitting proof to the department of.”

• WAC 246-847-068(5) change “Completion of additional requirements as may be required by the board” to “Completion of any additional comments as required by the board.”

• WAC 246-847-070(3) change the phrase “submitting proof of:” to “submitting proof to the department of:”

• WAC 246-847-070(3)(b)(ii) change the word “Pass” to “Passing.”

• WAC 246-847-070(4) and -070(5) change “submitting proof of” to “submitting proof to the department of.”

• WAC 246-847-070(6) change “Completion of additional requirements as may be required by the board” to “Completion of any additional comments as required by the board.”

• The introduction statement of WAC 246-847-140 change “Supervised fieldwork experience” in RCW 18.59.050 (1)(c)(i) shall mean a minimum six months (twenty-four weeks) of full-time equivalency of Level II fieldwork conducted in settings approved by the applicant’s academic program” to “Supervised fieldwork experience as defined in RCW 18.59.050(1)(c)(i) means for an occupational therapist a minimum of six months, or twenty-four weeks, of full-time equivalency of Level II fieldwork must be conducted in settings approved by the applicant’s academic program.” Additionally, replace both uses of the phrase “(twenty-four weeks)” in parentheses, with “, or twenty-four weeks,” And, in the same paragraph, change the phrase “shall not” to “does not”.

• WAC 246-847-170(3), change the phrase “shall be” to “must be.”

• WAC 246-847-170(8), change “All data recorded in permanent files or records shall be supported by the occupational therapist or occupational therapist assistant’s observations or by objective measures of data collection, to “Occupational therapists or occupational therapy assistant’s shall support all data recorded in the permanent files or records with observations or objective measures of data collection.”

• WAC 246-847-170(11)(a), change “Appropriate medical direction shall be sought on at least an annual basis” to “The occupational therapist shall seek appropriate medical direction at least on an annual basis.”
The board received two written comments; one in support of the proposed changes and one opposing.

Board members reviewed, discussed and motioned to accept the proposed rule changes as listed above. The board voted in favor of the motion. The rules hearing concluded at 9:20 a.m.

Ms. Weed shared that the newly adopted rules with changes should be effective August 1, 2018.

3. **CORRESPONDENCE** – The board discussed and provided feedback on the following question:
   3.1 Can an OT evaluate and treat via direct access so long as the patient is medically stable and the OT is only treating functional deficits, such as wheeled mobility devices, adjustments, and repairing or replacing them. If so, would a case conference with the mobility clinic team (Physiatrist, OT and PT) after evaluation be acceptable medical direction for cases that demonstrate a change in status?

   Board members reviewed, discussed and determined this is within the scope of practice. Board members directed Ms. Weed to work with Ms. Rollinger to draft a letter of response.

4. **DISCUSSION ON GUIDANCE FOR REVIEWING DISCIPLINE CASES** – The board reviewed and discussed a draft version of the document “Reviewing Board Member (RBM) Guidance on Presenting Cases After Investigation” to be included with information provided to new board members. Board members asked staff to compile information and provide to existing and new members. Staff will also develop a form for existing members to provide feedback on the forms.

5. **REVIEW OF LISTS AND LABELS REQUESTS** – The board reviewed lists and labels requests to determine whether the request should be approved or denied.
   5.1 HCR Manor Care – The board reviewed, discussed and voted to deny a lists and labels request from HCR Manor Care.
   5.2 Providence Health and Services – The board reviewed, discussed and voted to approve a lists and labels request from Providence Health and Services.
   5.3 Fall Prevention Training Services – The board reviewed, discussed and voted to approve a lists and labels request from Fall Prevention Training Services.
   5.4 Consonus Rehab Specialists – The board reviewed, discussed and voted to deny a lists and labels request from Consonus Rehab Specialists.
5.5 Alzheimer’s Association, WA Chapter – The board reviewed, discussed and voted to approve a lists and labels request from Alzheimer’s Association, WA Chapter.

6. OPEN PUBLIC MEETINGS ACT TRAINING – Sierra McWilliams, AAG presented information to the board regarding the Open Public Meetings Act (OPMA).

Ms. McWilliams gave board members a presentation and training on the Open Public Meetings Act (OPMA). The OPMA is designed to promote government transparency and accountability. The law applies to any multimember board, commission, council, committee, subcommittee, or other policy or rule-making body of a public agency. Ms. McWilliams explained how email conversations could be considered a meeting, and suggested board members avoid clicking on “reply all” when responding to emails regarding board business. She also explained that private meetings in small groups to discuss board issues are not allowed under the OPMA.

7. EXECUTIVE DIRECTOR REPORT – In Ms. Crawford’s absence, information was provided to the board by Kathy Weed, Program Manager.


7.2 Legislative matters – Ms. Weed shared that at this point in the legislative session there has not been any legislation that significantly affects the OT professions.

8. PROGRAM MANAGER REPORT – Kathy Weed, Program Manager provided information to the board.

8.1 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. Ms. Weed asked the board to contact her with any updates or changes they would like to include on the Business Plan.

8.2 Conference attendance – Ms. Weed shared information regarding upcoming OT conferences. The National Board for Certification in Occupational Therapy will be holding their annual conference in Atlanta, GA on April 6-7, 2018. Ms. Crawford will attend the conference. Board members elected to send Ms. Zylstra to attend the conference.

Ms. Weed also shared that the American Occupational Therapy Association (AOTA) is holding their annual conference in Salt Lake City, UT on April 19-22, 2018. Ms. Zylstra will be attending on her own and will provide the board a report at the next meeting.

8.3 Recruitment for new member – Ms. Weed shared that she had sent out a recruitment and has received nine applications. She will be conducting interviews
in February. She will send out the dates of the interviews so that available members can participate on the conference call interviews.

8.4 Status report of discipline statistics – Ms. Weed provided a summary of discipline cases from July 1, 2016 – June 30, 2017.

8.5 Election of Chair and Vice-Chair

The board nominated and unanimously elected Sheryl Zylstra to serve as board Chair for 2018. Sunny Anderson was nominated and unanimously elected to serve as Vice-Chair for 2018.

9. AGENDA ITEMS FOR FUTURE MEETINGS- The board discussed agenda items for future meetings:
- New member packet
- Introduction of new member
- Finalize meeting locations

10. CONSENT AGENDA-GENERAL INFORMATION – There were no items and/or any additional correspondence received or sent for review by the board at this time.

11. OPEN FORUM FOR PUBLIC COMMENT

There was no comments from the public at this time.

12. ADJOURNMENT

The board adjourned at 10:59 a.m. The next regularly scheduled board meeting is May 4, 2018 and is scheduled to be held by webinar. Updated meeting information will be posted on the Occupational Therapy website.

Respectfully submitted: Approved:

___________________________ ______________________________
Kathy Weed Sheryl Zylstra, Chair
Program Manager Occupational Therapy Practice Board