The meeting of the Washington State Board of Osteopathic Medicine and Surgery was held at Department of Health, Kent Office Building 2, Suite 310, Room 309, 20425 72nd Ave S, Kent, WA 98032.

Board Members Present: Catherine Hunter, DO, Chair  
John Finch, DO, Vice-Chair  
Sharon Gundersen, PhD, Public Member  
Roger Ludwig, DO  
Shannon Phipps, DO  
Alex Sobel, DO  
Lisa Galbraith, DO  
Kim Morrisette, DO  
Kevin Ware, DO

Staff Present: Blake Maresh, Executive Director  
Brett Cain, Program Manager  
Davis Hylkema, Program Support  
Heather Carter, Assistant Attorney General  
Maura Craig, Policy Analyst  
Sara Kirschenman, Supervising Staff Attorney  
Richelle Little, Staff Attorney

Guests Present: Chris Bundy, MD, Medical Director, Washington Physicians Health Program

Open Session
The open public meeting was called to order by Catherine Hunter, DO, Chair, at 9:01 a.m.

1. Call to order and introduction of the board, staff, and audience. Board members, staff, and guests each provided a brief introduction
1.1. Approval of agenda. The July 20, 2018 agenda was approved as presented.

2. Approval of minutes  
The April 30, 2018 business meeting minutes were approved as presented.

3. Washington Physicians Health Program – Chris Bundy, MD, Medical Director, provided an update covering the program’s mission, organizational structure, and annual record through statistics and surveys. He presented elements of the core program, referral processes, agreements, and reporting policies. Dr. Bundy also presented information related to how personal data questions are asked of licensee applicants and asked the board to consider amending some of these questions.
4. Proposed Opioid Prescribing Rules for Osteopathic Physicians and Osteopathic Physician Assistants
   Brett Cain provided copies of the Osteopathic Medicine and Surgery Board’s CR-102 Proposed Rule Making document as well as a copy of the significant legislative analysis of the proposal. He reported that all the prescribing profession participants of ESHB1427 taskforce are on track with the governor’s timeline. The board reviewed the proposed rules filing, considered the two public comments received, and discussed processes and logistics for the August 22, 2018 public rules hearing. Mr. Maresh mentioned that making short video modules on different portions of the rules is being considered for continuing education requirement options.

5. Board Payroll and Reimbursement – Davis Hylkema, secretary senior with the Department of Health, provided an overview of board payroll and travel reimbursement processes and procedures including newly enacted department policies.

6. Credentialing
   6.1 Postgraduate training licenses – The board reviewed and discussed the process for deactivating a postgraduate training license when the department receives notification that a person is no longer enrolled in a postgraduate training program. A person is only eligible for this license if they are enrolled in a postgraduate training program per RCW 18.57.035.

   **MOTION:** The motion was made to follow the process the Medical Commission uses for terminating postgraduate training licenses. The motion was seconded and approved.

   6.2 Photo requirement on license applications – The board considered whether or not it will continue to require applicants to provide a photograph with their license application. Most department issued-credentials no longer require applicants to provide photo ID.

   **MOTION:** The motion was made to no longer require applicants to provide a photograph with their license application. The motion was seconded and passed.

7. Board Elections – The board elected by approved motion the following persons to continue in their current officer positions for the next year:
   - Catherine Hunter, DO – Chair
   - John Finch, DO – Vice-Chair

8. 2019 Meeting Dates – Due to the increasing case review workload, the board discussed holding regular on-site board meetings every six weeks and adding two phone conference meetings every two weeks in between. Each phone conference would alternate between morning and mid-day meeting times. Each phone conference would consist of at least a three person panel of board members. Staff was tasked to draft a meeting schedule template to be shared with the board before the next meeting. The board will determine the final schedule at its next meeting.
The following 2019 dates were tentatively identified for the on-site meetings: January 18, March 1, April 12, May 17, July 12, August 23, October 4, and November 15.

9. Correspondence – The board discussed the following correspondence received since the last meeting.

9.1 Appropriate use of milestone training evaluations – The board reviewed a document from the Accreditation Council for Graduate Medical Education stating and defending its position regarding the appropriate and inappropriate use of milestone training evaluations. Mr. Cain explained the paper clarifies why milestone data is collected during residency training and that it is not intended to be used for licensing and disciplinary purposes. No action was required.

9.2 Uniform Application for Physician Assistants – The board reviewed information about the Uniform Application offered through the Federation of State Medical Boards to determine whether or not to offer this application to Washington state physician assistant applicants. Mr. Cain explained that Uniform Application is currently offered by the Medical Commission to physician assistant applicants.

**MOTION:** The motion was made to offer the Uniform Application for osteopathic physician assistant applicants through the FSMB. The motion was seconded and approved.

9.3 Application for approval to receive lists and labels from NetCE

**MOTION:** The motion was made to approve the request from NetCE to receive lists and labels for Washington state licensed osteopathic physicians and osteopathic physician assistants. The motion was seconded and passed.

9.4 Medical Commission request for Attorney General Opinion – The board reviewed the Medical Commission’s request for an opinion related to collaborative drug therapy agreements. The letter asks if it is legal for a pharmacist to diagnose certain acute conditions. The letter was provided for the board’s information and awareness of the conversation. No action was required.

10. Program Manager Report/Executive Director Report

10.1 Mobile anesthesia providers – Mr. Cain explained this as an issue that the Dental Commission and Health Care Authority have been working on regarding anesthesia providers who provide anesthesia services in dental offices. The concern is that a dentist cannot hold the anesthesia provider responsible for the anesthesia care that is provided and there is currently little regulation over the practice. The board may address this issue in its next rules review.

10.2 Demographic survey response discussion – Mr. Cain reminded the board of its previous discussions on the Washington State Workforce Survey and the level of response from license renewal applicants. He reported the current response rate is 40%. The credentialing manager and IT staff have worked to create reports
showing the applicants who have attested that they have completed the survey and match it with the surveys received. The plan is to send informal notices to those applicants who have not completed the survey instructing them to complete it in next year’s application. If they do not complete in the second year they will receive a Notice of Correction. Three years of noncompliance may result in disciplinary action.

A completion report may be available for the next board meeting and a process for notification can be determined at that time.

10.3 September 28, 2018 visit from Federation of State Medical Boards staff – Mr. Maresh reminded the board of its previous authorization to have FSMB representatives attend a board meeting. He reported that they will be here for the September 28, 2018 meeting and will invite the board to a dinner event the night before.

10.4 Update on the implementation of the Interstate Medical Licensure Compact Mr. Maresh reported that there are now 26 states including Washington D.C. and Guam that are members of the Compact. Over two thousand practitioners have gone through the process and over three thousand licenses have been issued.

10.5 Budget Report Mr. Cain provided copies of the 2019 Biennium-To-Date Jul 01, 2017 Thru May 31, 2018 Osteopathic Budget Report. It was noted that the decision to hold more board meetings will result in some increase in expenditures.

11. Settlement and/or Disciplinary Order Presentations – This is a standing agenda item and presentations are contingent upon agreements being reached between the parties prior to a board meeting. Deliberations are held in closed session. There were no settlement presentations.

12. Adjourn Business Meeting – Catherine Hunter, DO, Chair, adjourned the business portion of the meeting at 1:30 p.m.

Respectfully Submitted

Brett Cain, Program Manager

NOTE: please visit the web site for future agendas and minutes - www.doh.wa.gov. Go to licensing and certification and you will find a list of the health care professions. go to osteopathic physicians for agendas and minutes.