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

Board Members Present:
John Finch, DO, Chair
Roger Ludwig, DO, Vice-Chair
Sharon Gundersen, PhD, Public Member
Kim Morrissette, DO

Shannon Phipps, DO
Joel Quiroz, PA-C
Alex Sobel, DO
Catherine Hunter, DO

Staff Present:
Susan Gragg, Program Manager
Renee Fullerton, Executive Director
Davis Hylkema, Program Support
Brian Myers, Program Support

Luke Eaton, Assistant Attorney General
Sara Kirschenman, Staff Attorney
Cori Tarzwell, Policy Analyst

Guests Present:
Shannon Phipps, DO
Joel Quiroz, PA-C
Alex Sobel, DO
Catherine Hunter, DO

Open Session
1. Call to Order. The open public meeting was called to order by John Finch, DO, Chair, at 8:57 a.m.
   1.1 Board members, staff and guests each provided a brief introduction.
   1.2 The board voted to approve the October 25, 2019 agenda as presented.
   1.3 The board approved the September 13, 2019 business meeting minutes as presented.

2. Newsletter
Ms. Fullerton presented the latest newsletter draft to the board, indicating that she has incorporated feedback to modernize the newsletter, integrate the Americans with Disabilities Act accessibility standards, and providing a mobile device friendly product.

The board also discussed and approved by consensus the following changes:

- Ms. Fullerton indicated that the Mindfulness Northwest article will be struck as it appears to endorse a commercial business.
- Mr. Eaton, indicated that, in the Communication and Resolution Programs (CRP) article, the sentence "Once the SOU is in place, osteopathic physicians will be eligible to use this process to demonstrate effective use of a CRP in a particular case" should be struck, as it appears to imply that the CRP can be used to avoid discipline.
- Dr. Finch suggested placing an identifier at the bottom left of the newsletter body in order to indicate that it is produced by the Osteopathic Board.
• Ms. Fullerton suggested providing more frequent newsletter publications with shorter articles and fewer links in order to provide more accurate click-thru rate statistical feedback.
• Dr. Sobel suggested providing descriptive hyperlink titles when linking to the Revised Code of Washington and Washington Administrative Code in order to indicate what laws or statutes they cover.

3. Term Limits
The board discussed and agreed upon not instituting term limits for chair and/or vice chair.

4. Self-Treatment or Treatment of Immediate Family Members Draft Policy
The board reviewed a draft policy regarding physicians treating themselves and/or family members.

MOTION: A motion was made to adopt as a guideline rather than a policy, and change the term “commission” to “board.” The motion was seconded and passed unanimously.

5. Rules Project Update
Ms. Gragg provided the board with an update on the following current rule projects:
5.1 WAC 246-853-675 and WAC 246-854-255 Patient notification, secure storage, and disposal, as required by Substitute Senate Bill 5380.
The CR102 has been filed and the hearing will be held at the December 6, 2019 board meeting.
5.2 Osteopathic physicians—full chapter review of chapter 246-853 WAC
The CR102 filing had been held up due to statistical review and is now awaiting the Secretary of Health’s approval. It will then be filed in December and the hearing date will be scheduled for the February 7, 2020 board meeting.
5.3 Osteopathic physician assistants:
5.3.1 WAC 246-854-076—military spouse temporary permits, and
5.3.2 WAC 246-854-086—re-entry to practice
The CR102 filing had been held up due to statistical review and is now awaiting the Secretary of Health’s approval. It will then be filed in December and the hearing date will be scheduled for the February 7, 2020 board meeting.

6. Workforce Survey
6.1 Ms. Fullerton updated the board on the following outcomes of pursued options to increase workforce survey participation.
• Placing a link to the survey in the automatic email renewal receipt is not technological feasible at this time.
• Survey links have been added to the credentialing renewal web page.
• The agency is looking into the feasibility, depending on technological capabilities, of installing the completion of the survey as a hard stop in the future Healthcare Enforcement and Licensing Modernization Solution (HELMS) system.
The board discussed additional options to increase workforce survey participation and decided on the following action plan:

- Relocate the survey link in the newsletter to a more prominent location within the main body.
- Run a 60 day credentialing report in order to identify renewals that failed to complete the survey.
- Send out an email reminder to complete the survey.
- Run a follow-up report after 30 days in order to assess the email reminder’s effectiveness.
- Re-evaluate the action plan at the February 7, 2020 board meeting.

6.2 American Medical Association (AMA) vs. American Board of Medical Specialties (ABMS) specialties listed on the survey.

The board discussed concerns with the survey currently utilizing only the ABMS specialties list when asking a licensee’s specialty.

- Dr. Sobel indicated that utilizing only the ABMS certified specialties list does not capture the broader scope of specialties certified by other organizations.
- Dr. Hunter indicated that primary practice focus appeared not to be captured.
- Ms. Gragg indicated that a broader specialties list is a possibility within the future HELMS system.
- The board discussed including additional drop down lists that allow selections covering a broader range of specialties.

The board decided upon the following action plan:

- Investigate previous response rate data in order to discern the present state.
- Investigate the technical specifications available to modify the current survey and add additional classification selections.
- Collaborate with individuals with research background and survey design knowledge in order to investigate a method that is more applicable to research.

7. Boards and Commissions Leadership Forum

The board heard a report on the Department of Health Boards and Commissions Leadership Forum attended by Dr. Finch, Dr. Ludwig, and Ms. Fullerton.

The board discussed providing medical commission training modules, orientation binders, and mentorship for newly elected board member orientation. No action was taken.

8. Opioid Prescribing Checklists

The board reviewed the opioid prescribing checklists and approved GovDelivery, future newsletter and agency website distribution with a title change from “Opioid Prescribing Checklists” to “Opioid Prescribing Tools.”

9. Correspondence

No correspondence was received since the last meeting.
10. **Program Reports**—Renee Fullerton, Executive Director; Tracie Drake, Program Manager; Heather Carter, AAG Adviser

10.1 Budget update
The 2019-2021 biennium budget is not yet available and should be ready for review at the December meeting.

10.2 Washington Medical Commission demographics report for discussion.
Ms. Fullerton reported that there were no changes or topics for discussion.

10.3 The board discussed concerns about the licensure application personal data questions regarding disclosure of mental or physical conditions, including substance use.

**MOTION:** A motion was made to recommend to leave the personal data questions regarding disclosure of mental or physical conditions, including substance use, as written. The motion was seconded and passed unanimously.

**MOTION:** A motion was made to recommend to have an FAQ that clarifies the personal data questions regarding disclosure of mental or physical conditions, including substance use and other commonly misconstrued questions. The motion was seconded and passed unanimously.

**MOTION:** A motion was made to investigate how to ensure the personal data questions regarding disclosure of mental or physical conditions, including substance use, are protected and non-discoverable.

10.4 Recruitment update.
10.4.1 Board member.
There were no updates to report.

10.4.2 Public member.
There were no updates to report.

11. **Open Public Meetings Act (OPMA) Presentation**
Luke Baton, AAG provided the board with the annual Washington State Open Public Meetings Act presentation.

12. **Open Forum**
The purpose of the open forum is to provide the public an opportunity to address the board on issues of significance to or affecting osteopathic medical practice and that are not related to topics for which a rules hearing was or will be scheduled.

No public comments were offered.

13. **Future Business**
There were no identified agenda items for future meetings.
14. Settlement Presentations
(Scheduled as needed)
Settlement and/or Agreed Order presentations are contingent upon agreements being reached between the parties prior to a board meeting. Decisions are made in Closed Session.

15. Adjournment of public meeting
The public meeting was adjourned at 11:38 a.m.

16. Discipline and Licensing
The board attended to licensing and disciplinary matters

Respectfully Submitted

Tracie Drake, 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.