

**GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
MINUTES OF BOARD MEETING
July 18, 2008**

A meeting of the Georgia State Board of Occupational Therapy was held Friday, July 18, 2008 at the Professional Licensing Board's Division offices located at 237 Coliseum Drive, Macon, Georgia 31217-3858 with the following members present:

Members Present:

Kendyl R. Brock, OTR/L, CHT, President
Mary Louise Austin, Consumer Member
Jeff Etheridge, OTR/L
Rachele Branson, OTR/L

Absent:

Kathleen H. Conyers, OTR/L, Vice President
Donna J. Domyslawski, OTR/L

Others Present:

Brig Zimmerman, Executive Director
Serena Gadson, Application Specialist II
Amanda M. Allen, Board Secretary
Yvonne LeSane, Application Specialist I

Attorney General's Office

Wylencia Monroe, Assistant Attorney General (via video-conference)

Announcements:

Mr. Zimmerman introduced the two new Board appointees: Mr. Jeff Etheridge, OTR/L and Ms. Rachele Branson, OTR/L. The new members took the Oath of Office and the meeting began.

The Board would like to express their gratitude to Ms. Karen Cadaret, OTA/L for her years of dedication and commitment to the Occupational Therapy Board.

Ms. Brock established a quorum of the Board was present and called the Board meeting to order at 10:05 a.m.

Agenda:

Ms. Austin moved, Ms. Branson seconded, and the Board voted to accept the agenda with late items added. None opposed. Motion carried.

Minutes:

Ms. Austin moved, Mr. Etheridge seconded, and the Board voted to approve the minutes from the May 23, 2008 scheduled meeting with corrections. None opposed, motion carried.

Correspondence:

Correspondence received reviewed, discussed and a response was provided to the following individual by the Board:

- Laura Wiley, MS OTR/L

Mr. Etheridge moved, Ms. Branson seconded, and the Board voted to respond back to the correspondent as directed. None opposed, motion carried.

Liaison Report:

No report presented.

Discussion: GOTA/GOTA Liaison/Report to the Board:

The Board discussed the GOTA liaison role on the Board and the importance of the connection with professions licensees statewide. The Board expressed interest in the association providing a written report to be presented to the Board on their behalf in the absence of a liaison during future meetings; correspondence from the Board to be drafted to the association.

Ms. Branson moved, Ms. Austin seconded and the Board voted for Mr. Zimmerman to draft the requested correspondence to the Georgia Occupational Therapy Association on behalf of the Board.

Executive Director’s Report:

Mr. Zimmerman provided the Board with information on the following:

- NBCOT Annual Conference is October 24-25, 2008, Phoenix, AZ.
- Reminder: Election of Board officers for 2009 to be held during the November annual public meeting scheduled to be held Friday, November 14, 2008 at the State Archives Building, Morrow, Georgia.

Rule Discussion:

SYNOPSIS OF PROPOSED AMENDMENT TO THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES RULE 671-3-.08 RENEWAL OF LICENSE/PENALTIES/CONTINUING EDUCATION REQUIREMENTS.

PURPOSE: The purpose of the proposed rule amendment is to clarify the exact deadline for completion of the continuing education hours required for renewal.

MAIN FEATURES: The main feature of the proposed rule amendment is the emphasis that the required number of continuing education hours must be completed before the license expiration date and the modification of the current language for clarification.

DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENT TO THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES, RULE 671-3-.08 RENEWAL LICENSE/PENALTIES/CONTINUING EDUCATION REQUIREMENTS.

NOTE: Underlined text is proposed to be added; lined through text is proposed to be deleted. Rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements is hereby revised as follows:

671-3-.08 Renewal of License/Penalties/Continuing Education Requirements. Amended.

- (1) A license issued by the Board shall expire on March 31st of even numbered years. The license may be renewed upon submission of the renewal application and payment of the required fee, provided all requirements have been met. Refer to fee schedule.
- (2) A license that is not renewed on or before March 31st of the renewal year shall be deemed lapsed. An application for restoration shall be required as provided for in Rule 671-3-.09 in order to seek to obtain a license to practice in this State. Practicing with an expired license is prohibited by law and practice during this period may result in disciplinary action for unlicensed practice.
- (3) ~~A minimum of 24 contact clock hours of continuing education related to occupational~~

therapy practice is required for renewal. ~~Except as otherwise provided, in this chapter~~ **each licensee is required to complete a minimum of twenty-four (24) continuing education hours prior to the expiration date of the license.** At least sixteen hours must be related to direct "hands on" patient care (dpc). Up to 8 hours may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing Level II fieldwork supervision.

(a) Continuing Education (CE) hours obtained from January 1st until March 31st of an even numbered year will be counted toward the following biennium renewal period rather than the current biennium renewal period if the licensee has obtained all hours required for renewal by December 31st of the prior odd numbered year.

(b) Direct patient care continuing education includes attendance at live presentations such as workshops, seminars, conferences or formal academic course work. Up to four (4) hours can be obtained by means of in-service educational programs, electronic or web based courses, formal self study courses or computer learning activities. See Rule 671-3-08 (7) for documentation requirements.

(c) General continuing education includes up to four (4) hours for each of the following activities including independent study, mentorship, Level II fieldwork supervision, published professional writing, instructional presentations, research, grants, professional meetings and related activities and up to four (4) hours can be by means of in-service educational programs, electronic or web based courses, formal self study courses, satellite broadcasts or computer learning activities.

(d) Of the twenty-four (24) hours, no more than eight (8) continuing education hours may be in self study and no more than four (4) hours in the area of general continuing education.

(e) Each licensee must complete a minimum of two (2) hours of continuing education in the ethics of occupational therapy practice.

(f) Definitions:

1. Contact Hour: For purposes of these rules, a contact hour is defined as actual time spent in instruction or organized learning experience excluding meals, breaks, welcome/introductions, and business meetings.

2. Direct Hands On: For purposes of these rules direct "hands on" patient care includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.

(4) An individual who is applying for licensure in Georgia for the first time (never having held a Georgia OT or OTA license) and who is licensed during the second year of the biennium renewal period is not required to meet continuing education requirements for that initial renewal period only.

(5) Prior approval of continuing education courses is not required. Each licensee randomly selected for a CE audit must submit to the Board supporting documentation as specified in this rule.

(6) Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond general entry level occupational therapy and that include a verifiable way to document time spent in the learning activity.

(7) Documentation of continuing education which the Board deems as acceptable proof of completion include the following:

(a) For continuing education courses that include attendance and participation at a presentation such as a workshop, seminar, conference or in-service educational program:

1. A certificate of completion or similar documentation signed by program official and a program description including sponsor, course title, date, program objective/learning outcomes, content description, agenda or schedule.

2. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences; and

(b) Formal self study, viewing of videotapes in a professional setting, satellite broadcasts, or computer learning activities that must include:

1. Verified instructional time by the course sponsor; a certificate of completion or similar documentation signed by program official; and
 2. A program description including sponsor, course title, date, program objective/learning outcomes, content description.
- (c) For general education under 671-3-.08(3)(b) documentation must include:
1. How activity relates to occupational therapy;
 2. Date and clock hours;
 3. Other information as may be requested.
- (d) For Level II Fieldwork Supervision involving serving as the primary clinical fieldwork educator for Level II occupational therapy or occupational therapy assistant fieldwork students:
1. Verification provided by the school to the fieldwork educator with the name of the student, school and dates of fieldwork or the signature page of the completed student evaluation form with evaluation scores and comments blocked out and;
 2. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student.
- (e) For professional presentations to include first time or significantly revised presentation or an academic class session, workshop, seminar, in-service or professional meeting program session:
1. Verification of presentation or formal thank you note signed by the sponsor or program official and;
 2. Presentation description including location, title, date, hours of presentation, general content description, and type of audience.
- (f) Continuing education listings should be documented on the appropriate board form, available on the website.
- (8) Procedure for verifying to the Board that the continuing education requirements for licensure renewal have been met:
- (a) Respond appropriately to renewal questionnaire.
 - (b) Retain documentation in personal files and submit to the Board if selected for audit.
 - (c) Documentation as specified in 671-3-.08(7) must be maintained by the licensee for no less than three (3) years from the beginning date of the licensure period.

AUTHORITY: O.C.G.A. §§ 43-28-7 and 43-28-14

Mr. Etheridge moved, Ms. Branson seconded, and the Board voted that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A §§ 43-28-7 and 43-28-14.

Mr. Etheridge moved, Ms. Branson seconded, and the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§ 43-28-7 and 43-28-14 to adopt or implement differing actions for businesses as listed at O.C.G.A. § 50-13-4(3)(A),(B),(C),&(D) and that the formulation and adoption of this rule will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of Occupational Therapy.

Mr. Etheridge moved, Ms. Branson seconded and the Board voted to post the proposed rule amendment to Rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements, as presented, upon receipt of the memo of authority from the Attorney General's office.

Board Policies Discussion Continued - Unlicensed Practice:

Number of years on probation may coincide with the number of years practiced without a valid license. The fine issued for practicing without a license may be consistent with the number of years working unlicensed.

Ms. Branson moved, Mr. Etheridge seconded, and the Board voted to enter into Executive Session in accordance with O.C.G.A. §43-1-2(k) (1) (2), §O.C.G.A. 43-1-2 (k) (4) and O.C.G.A. §50-14-2(1) to deliberate on Applications, to receive the Cognizant and Attorney General Reports. Voting in favor of the motion were those present who included Board Members Austin, Branson, Brock, and Etheridge. The Board concluded Executive Session in order to vote on these matters and to continue with the public session.

Probation Report:

- Dixie Farrell - In compliance with Board orders.
- Jennifer Buxton – In compliance with Board orders.
- Brenda Johnson - In compliance with Board orders.
- **R.J. – Not in compliance with Board orders, Ms. Austin moved, Ms. Branson seconded, and the Board voted to schedule an investigative interview with licensee.**

Ms. Austin moved, Ms. Branson seconded, and the Board voted to approve the Probation Report as presented. None opposed, motion carried.

Attorney General’s Report:

Ms. Wylencia Monroe, Assistant Attorney General, provided a status report, which included information on any cases referred for action, requests for advice and/or requests for authority for proposed rules.

Ms. Austin moved, Mr. Etheridge seconded and the Board voted to accept the Attorney General’s report as presented. None opposed, motion carried.

Applications:

Ms. Austin moved and Mr. Etheridge seconded and the Board voted to take the following action on applications for Licensure by Application:

Bozeman, Joseph C.	Approved for licensure
L.M.K.	Approved Pending
A.N.P.	Pending; interview with Board
Teemer, Janistres L.	Approved for licensure

Mr. Etheridge moved and Ms. Branson seconded and the Board voted to take the following action on applications for Licensure by Restoration:

J.A.B.	Approved Pending
N.S.D.	Approved Pending
Mason, Sally A.	Approved for restoration
Wren, Angela L.	Approved for restoration

Ms. Branson moved and Mr. Etheridge seconded and the Board voted to take the following actions on applications for Certification of Physical Agent Modalities:

Occupational Therapists

Adekoya, Pamela A.	Approved for certification
Cochran, Kelli S.	Approved for certification
L’Herault, Diane F.	Approved for certification
Martinez, Joe	Approved for certification
Thomas, Jonathan M.	Approved for certification
E.L.V.	Pending

Ward, Nancy H.
Whitaker, Michelle A.

Approved for certification
Approved for certification

Approved Licensees

Ms. Austin moved and Ms. Branson seconded and the Board voted to ratify the following applications approved between meetings determined to have met licensure requirements as follows:

Occupational Therapy Assistants

License No.	Licensee Name	Profession	Issue Date
OTA001095	Beasley, Melinda Lynn	Occupational Therapy Assistant	5/23/2008
OTA001096	Lynch, Cara Breanne	Occupational Therapy Assistant	5/23/2008
OTA001097	Mattox, Cassie Lynn	Occupational Therapy Assistant	6/3/2008
OTA001098	DeMott, Julie Ann	Occupational Therapy Assistant	6/16/2008
OTA001099	Mosely, Verne Alfred	Occupational Therapy Assistant	6/16/2008
OTA001100	Clippinger, Stanley L	Occupational Therapy Assistant	7/15/2008
OTA001101	Baynard, Anita Shanta	Occupational Therapy Assistant	7/17/2008
OTA001102	Brooks, Abbie Ballard	Occupational Therapy Assistant	7/17/2008
OTA001103	Sutton, Natosha Lynn	Occupational Therapy Assistant	7/17/2008
OTA001104	White, Natalie Minerva	Occupational Therapy Assistant	5/23/2008

Ms. Austin moved and Ms. Branson seconded and the Board voted to ratify the following applications approved between meetings determined to have met licensure requirements as follows:

Occupational Therapist

License No.	Licensee Name	Profession	Issue Date
OT004744	Toman, Christine Elizabeth	Occupational Therapist	5/20/2008
OT004745	Jarvis, Lynne Dorothy	Occupational Therapist	5/23/2008
OT004746	Giannotti, Steven Paul	Occupational Therapist	5/23/2008
OT004747	Walters, Sharon Leah	Occupational Therapist	5/23/2008
OT004748	Newkirk, Kristin Noelle	Occupational Therapist	5/28/2008
OT004749	Ehlers, Jennifer Lauren	Occupational Therapist	5/29/2008
OT004750	Whitaker, Stephanie Nicole	Occupational Therapist	6/3/2008
OT004751	Lobdell, Katherine Rose	Occupational Therapist	6/3/2008
OT004752	Mills, Amanda Leigh	Occupational Therapist	6/3/2008
OT004753	Raley, Breena Coffield	Occupational Therapist	6/3/2008
OT004754	Brumant, Claudette	Occupational Therapist	6/9/2008
OT004755	Cummings, Steven William	Occupational Therapist	6/9/2008
OT004756	Morrison, Tracy Laura	Occupational Therapist	6/10/2008
OT004757	Brown, Amanda Leigh	Occupational Therapist	6/16/2008
OT004758	Dougherty, Arlie Lynee	Occupational Therapist	6/16/2008
OT004759	Mull, Tina H	Occupational Therapist	6/17/2008
OT004760	Isabelle, Selena	Occupational Therapist	6/18/2008
OT004761	Goldberg, Holly Ann	Occupational Therapist	6/23/2008
OT004762	Hay, Sharon Rebecca	Occupational Therapist	6/24/2008
OT004763	Carrick, Ryan Mathew	Occupational Therapist	6/24/2008
OT004764	Thackston, Tara Anne	Occupational Therapist	7/7/2008
OT004765	Cargile, Kathryn Bayman	Occupational Therapist	7/7/2008
OT004766	Nye, Elisabeth Marie	Occupational Therapist	7/7/2008
OT004767	Leatherwood, Kathryn Danielle	Occupational Therapist	7/7/2008

OT004768	Connell, Angela Renee	Occupational Therapist	7/7/2008
OT004769	Legions, Maureen Cabrerros	Occupational Therapist	7/14/2008
OT004770	Fuller, Mary Ellen	Occupational Therapist	7/15/2008
OT004771	Branson, Monica Lynn	Occupational Therapist	7/15/2008
OT004772	Geppner, Katie Lyn	Occupational Therapist	7/15/2008
OT004773	Diller, Regina Marie	Occupational Therapist	7/17/2008
OT004774	Tucker, Amy Kathryn	Occupational Therapist	7/17/2008

Ms. Austin moved and Ms. Branson seconded and the Board voted to ratify the following restoration application approved between meetings determined to have met licensure requirements as follows:

Occupational Therapists/Occupational Therapy Assistants

License No.	Licensee Name	Profession	Issue Date
OT000332	Schwanholt, Carol	Occupational Therapist	6/11/2008
OT001038	Schiller, Sherry L	Occupational Therapist	5/29/2008
OT001059	Donley, Michelle	Occupational Therapist	6/13/2008
OT001508	Meadows, Kimberly NeSmith	Occupational Therapist	5/29/2008
OTA000801	Stephens, Angela Marie	Occupational Therapy Assistant	5/29/2008

Ms. Branson moved and Ms. Austin seconded and the Board voted to ratify the following applicants approved for limited permit between meetings determined to have met licensure requirements as follows:

Occupational Therapists/Occupational Therapy Assistants

Licensee Name	Issue Date
McDaniel, Scott - Occupational Therapist	5/23/2008
Woods, Tiffany – OT Assistant	5/28/2008
Page, Michael – OT Assistant	5/28/2008
Brown, Amanda - Occupational Therapist	5/28/2008
Dougherty, Arlie - Occupational Therapist	5/29/2008
Harrell, Eve - OT Assistant	5/29/2008
Thackston, Tara - Occupational Therapist	6/3/2008
Mosely, Verne Alfred - OT Assistant	6/3/2008
Carswell, Constance – OT Assistant	6/3/2008
Rizner, Katie B. – OT Assistant	6/16/2008
Brooks, Abbie – OT Assistant	6/19/2008
Sutton, Notosha - OT Assistant	6/19/2008
Foskey, Courtney - OT Assistant	6/19/2008
Tucker, Amy - Occupational Therapist	6/23/2008
Sisa, Jessica – OT Assistant	7/7/2008

Cognizant Member’s Report:

Complaint OT090001- Refer to Investigations/offer C&D.
 Complaint OT090002 – Close case; no further action required.

Ms. Branson moved, Mr. Etheridge seconded, and the Board voted to accept the Cognizant’s report as presented during Executive Session. None opposed, motion carried.

Enforcement Report:

No report presented – Board requests ED discuss the length of time involved in OT related complaint Investigations with the Inspector General during their upcoming meeting.

Additional Business: None

With no additional business to be discussed, Ms. Austin moved, Mr. Etheridge seconded, and the Board adjourned the meeting at 12:25 p.m.

Minutes recorded by:

Amanda M. Allen, Board Secretary

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

Kendyl Brock, President

Brig Zimmerman, Executive Director

These minutes were signed and approved on _____.