

**GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
MINUTES OF BOARD MEETING
September 19, 2008**

A meeting of the Georgia State Board of Occupational Therapy was held Friday, September 19, 2008 at the Professional Licensing Board's Division located at 237 Coliseum Drive, Macon, Georgia 31217-3858 with the following members present:

Members Present:

Kendyl R. Brock, OTR/L, CHT, President
Conyers, OTR/L, Vice President
Donna Domyslawski, OTR/L
Jeff Etheridge, OTR/L
Rachele Branson, OTR/L

Absent:

Mary Louise Austin, Consumer Member Kathleen H.

Others Present:

Serena Gadson, Licensing Supervisor
Amanda M. Allen, Board Secretary

Administrative Staff Absent

Brig Zimmerman, Executive Director

Attorney General's Office

Wylencia Monroe, Assistant Attorney General

Ms. Brock established a quorum of the Board was present and called the Board meeting to order at 10:15 a.m.

Announcements:

Ms. Serena Gadson, Licensing Supervisor, explained the reorganization amongst the Boards taking place within the Professional Licensing Boards Division.

Agenda:

Ms. Conyers moved, Mr. Etheridge seconded, and the Board voted to accept the agenda with late items added. None opposed, motion carried.

Minutes:

Ms. Domyslawski moved, Mr. Etheridge seconded, and the Board voted to approve the minutes from the July 18, 2008 scheduled meeting with corrections. None opposed, motion carried.

Correspondence:

Correspondence received was discussed and a response was provided to the following individuals by the Board:

- Marcus Bramlett, MOTR/L
- Jennifer Ward
- Michelle Sorensen

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

Liaison Report:

Bikram reviews with the Board the written report prepared by Ms. Debi Henerfield.

Ms. Brock, Chair informs Mr. Bikram that the Board liaison does not have to attend each scheduled Board meeting, and he/she is more than welcome to send a written status report to the Board for review. The status report can be sent directly to the Board's Secretary, Ms. Amanda Allen.

Ms. Conyers moved, Ms. Domyslowski seconded, and the Board voted to accept the Liaison Report as presented. None opposed, motion carried.

Executive Director's Report:

No report presented

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 e~~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

Ms. Domyslawski 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.

Ms. Domyslawski 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.

Ms. Domyslawski moved, Ms. Branson seconded, and the Board voted not to adopt the proposed Rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements as presented above.

After an in-depth discussion by the Board, Ms. Domyslawski moved, Ms. Branson seconded and the Board voted to re-post Rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements as amended. None opposed, motion carried.

Board Policy Discussion

All Board policies were reviewed and revised by the Board. The revised policies will be presented to the Board at their next scheduled Board meeting.

Ms. Conyers moved, Mr. Etheridge seconded, and the Board voted to approve the Board policies as amended. None opposed, motion carried.

Ms. Conyers 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 Branson, Brock, Conyers, Domyslawski and Etheridge. The Board concluded Executive Session in order to vote on these matters and to continue with the public session.

Investigative Interview:

R. J.- Ms. Conyers moved, Ms. Domyslawski seconded, and the Board voted to refer file to the Attorney General's office for non-compliance of Board orders. None opposed, motion carried.

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

Applicant Interview:

Mr. Etheridge moved and Ms. Conyers seconded and the Board voted to take the following action on applicant appearing before Board for licensure as a Occupational Therapy Assistant.

Pennington, Amy N. Approved for licensure

Applications:

Ms. Domyslawski moved and Ms. Branson seconded and the Board voted to take the following action on applicants for Licensure by Application:

Allder, Daryl B.	Approved for licensure
Bowra, Leane M.	Approved for limited permit; issue license upon passing exam
Guillen, Samantha A.	Approved for licensure
Magill, Kathryn V.	Approved for licensure
Skinner, Shuman L.	Approved for licensure

Ms. Conyers moved and Ms. Branson seconded and the Board voted to take the following action on applicant for Licensure by Application:

A.L.M. Pending; interview with Board

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

K.R.R.

Approved Pending

Applications for Licensure by Restoration:

No Applications presented

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

Occupational Therapists

R.E. B.	Pending
Bustos, Susana V.	Approved for certification
Cherry, Rebecca M.	Approved for certification
Condon, Lisa M.	Approved for certification
Coultas, Ranah L.	Approved for certification
Grice, Consuelo I.	Approved for certification
Hollis, Deborah L.	Approved for Certification
Lawhon, Johanna K.	Approved for Certification
M.A.L.	Pending
McVicker, Julia A.	Approved for Certification
Nesbitt, Alisha N.	Approved for Certification
Stephens, Christina	Approved for Certification
M.W.	Pending
J.D.W.	Pending

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

Occupational Therapy Assistants

Brooks, Shala D.	Approved for certification
E.C.G.	Pending
Kumar, Sonu	Approved for certification
Mims, Brenda J.	Approved for certification
K.L.M.	Pending

Approved Licensees

Ms. Branson moved and Ms. Conyers 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
OTA001105	Steele, Susanne Marie	Occupational Therapy Assistant	7/24/2008
OTA001106	Raulston, Sue Ellen	Occupational Therapy Assistant	7/24/2008
OTA001107	Williams, Jennifer Alena	Occupational Therapy Assistant	7/29/2008
OTA001108	Davis, Lisa Marie	Occupational Therapy Assistant	8/5/2008
OTA001109	Wilson, Bernice	Occupational Therapy Assistant	8/12/2008
OTA001110	Bowers, Kari Suzanne	Occupational Therapy Assistant	8/19/2008
OTA001111	Shaklee, Stuart Paul	Occupational Therapy Assistant	8/20/2008
OTA001112	Grimes, Rebekah DyAnn	Occupational Therapy Assistant	8/26/2008
OTA001113	Hudgins-Carroll, Mamie	Occupational Therapy Assistant	8/26/2008

OTA001114	Mote, Christopher Terrance	Occupational Therapy Assistant	8/28/2008
OTA001115	Southern, Aubria Geneva	Occupational Therapy Assistant	9/3/2008
OTA001116	Hill, Amanda Angelic	Occupational Therapy Assistant	9/4/2008
OTA001117	Downs, Kelly Ann	Occupational Therapy Assistant	9/10/2008

Ms. Branson moved and Ms. Conyers 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
OT004775	Scott, Kerone Meseke	Occupational Therapist	7/21/2008
OT004776	Rogers, Jamie Brooke	Occupational Therapist	7/21/2008
OT004777	Harwood, Lindsay Marie	Occupational Therapist	7/21/2008
OT004778	Lamback, Julia Lee	Occupational Therapist	7/21/2008
OT004779	Smith, Shawnda	Occupational Therapist	7/23/2008
OT004780	Son, Gwendolyn Andan	Occupational Therapist	7/23/2008
OT004781	Bozeman, Joseph Carson	Occupational Therapist	7/23/2008
OT004782	Teemer, Janistres Latravia	Occupational Therapist	7/23/2008
OT004783	Fears, Courtney Erin	Occupational Therapist	7/24/2008
OT004784	Gregory, Anne Morgan	Occupational Therapist	7/24/2008
OT004785	Davis, Angela Marie	Occupational Therapist	7/24/2008
OT004786	Rozalsky, Susan Lee	Occupational Therapist	7/25/2008
OT004787	Ashpole, Emily Joelle	Occupational Therapist	7/29/2008
OT004788	Slack, Nicole Marie	Occupational Therapist	7/29/2008
OT004789	Anderson, Amber Rene'	Occupational Therapist	7/29/2008
OT004790	Crews, Myrtle Jacquelyn	Occupational Therapist	8/4/2008
OT004791	Kvartek, Casey Lynn	Occupational Therapist	8/5/2008
OT004792	Julve, Mamaz Queenie Garsuta	Occupational Therapist	8/5/2008
OT004793	Blythe, Erin Marie	Occupational Therapist	8/6/2008
OT004794	Pruitt, Lori Ann	Occupational Therapist	8/12/2008
OT004795	Burgess, Darnell Marie	Occupational Therapist	8/13/2008
OT004796	Hall, VaShon LaQuincy	Occupational Therapist	8/21/2008
OT004797	Limbaugh, Carol Jean	Occupational Therapist	8/25/2008
OT004798	Barnes, Crystal Annette	Occupational Therapist	8/26/2008
OT004799	Shah, Rupal	Occupational Therapist	8/26/2008
OT004800	Tinter, Jodi Farin	Occupational Therapist	8/26/2008
OT004801	Coleman, Crystal Stonecypher	Occupational Therapist	8/28/2008
OT004802	Nuccio, Danielle Elizabeth	Occupational Therapist	9/3/2008
OT004803	Seaward, Kimberly Lauren	Occupational Therapist	9/3/2008
OT004804	Rollier, Nicole Jean	Occupational Therapist	9/3/2008
OT004805	Wilkes, Christopher Wallace	Occupational Therapist	9/4/2008
OT004806	Ray, Laura Susan	Occupational Therapist	9/10/2008
OT004807	Copses, Staci LeAnn	Occupational Therapist	9/17/2008
OT004808	Thomas, Hayley Blair	Occupational Therapist	9/17/2008
OT004809	Strickland, Cindy Ann	Occupational Therapist	9/17/2008
OT004810	Romeyn, Jennifer Alexis	Occupational Therapist	9/17/2008
OT004811	McCall, Alicia Renee	Occupational Therapist	9/17/2008
OT004812	Law, Jennifer Lynn	Occupational Therapist	9/17/2008
OT004813	Joyce, Katharine Darcie	Occupational Therapist	9/17/2008
OT004814	Ford, Melissa Renee	Occupational Therapist	9/17/2008
OT004815	Cottos, Andrea Marie	Occupational Therapist	9/17/2008

OT004816	Ankeny, Stefani Sue	Occupational Therapist	9/17/2008
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Ms. Branson moved and Ms. Conyers seconded and the Board voted to ratify the following restoration applications approved between meetings determined to have met licensure requirements as follows:

Occupational Therapists/Occupational Therapy Assistants

License No.	Licensee Name	Profession	Issue Date
OT000162	Mason, Sally A.	Occupational Therapist	7/24/2008
OT000332	Schwanholt, Carol	Occupational Therapist	6/11/2008
OT000352	Bolden, Jacquelyn Anderson	Occupational Therapist	8/15/2008
OT001059	Donley, Michelle	Occupational Therapist	6/13/2008
OT002073	Deshmukh, Neha S.	Occupational Therapist	8/15/2008
OT002356	Wren, Angela Lunceford	Occupational Therapist	7/24/2008

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

Occupational Therapists/Occupational Therapy Assistants

Licensee Name	Issue Date
Shaklee, Stuart	7/31/2008
Alcala, Bernadette	8/12/2008
Cooper, Edna	8/12/2008
Strickland, Cindy	8/12/2008
Ankeny, Stephani	8/12/2008
Joyce, Katharine	8/19/2008
McCall, Alicia	8/20/2008
Law, Jennifer	8/21/2008
Murray, Jody	8/22/2008
Humphrey, Jodi	8/25/2008
Johnson, Paul W.	8/27/2008
Romeyn, Jennifer	9/3/2008
Thomas, Hayley	9/4/2008
Herndon, Erin	9/10/2008
Cottos, Andrea	9/10/2008
Calhoun, Lindsay	9/10/2008
Perry, Christa	9/12/2008
Do, Linch	9/15/2008
Copses, Staci	9/16/2008

Cognizant Member's Report:

No Report Presented

Enforcement Report:

No report presented

Additional Business: None

With no additional business to be discussed, Ms. Domyslowski moved, Mr. Etheridge seconded, and the Board adjourned the meeting at 2:40 p.m.

Minutes recorded by:

Amanda M. Allen, Board Secretary

Minutes reviewed and edited by:

Serena Gadson, Licensing Supervisor

Kendyl Brock, President

Brig Zimmerman, Executive Director

These minutes were signed and approved on _____.

DRAFT