

**GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
MINUTES OF BOARD MEETING
February 03, 2012**

A meeting of the Georgia State Board of Occupational Therapy was held on Friday, February 03, 2012, at the Secretary of State Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia with the following members present:

Members Present:

Donna J. Domyslawski, OTR/L
Melissa Thurlow, OTR
Robert C. Cooper, OTR
Brent Little, OTR

Board Members Absent:

Mary Louise Austin, Consumer Member
Rachele Branson, OTR/L

Others Present:

Brig Zimmerman, Executive Director
Amanda Allen, Board Support Specialist

Attorney General's Office

Wylencia Monroe, AAG (via video-conf)

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

Agenda:

Mr. Cooper moved, Ms. Thurlow seconded, and the Board voted to approve the agenda as presented. None opposed, motion carried.

Announcements:

- Mr. Zimmerman, Executive Director, notified the Board that Ms. Rachele Branson and Ms. Mary Louise Austin would not be able to attend today's scheduled meeting.
- New Board Member introductions completed - Oath of Office completed via Governor's Office
 - Robert Cooper, Fortson, GA
 - Brent Little, Grayson, GA

Minutes:

Ms. Thurlow moved, Mr. Cooper seconded, and the Board voted to approve the December 13, 2011 Board meeting minutes as amended. None opposed, motion carried.

Correspondences:

Correspondences received between scheduled Board meetings were reviewed and discussed.

- Debra Myhr and Ron Adams

Mr. Cooper moved, Mr. Little seconded, and the Board voted to allow the administrative staff to respond to all correspondences presented to the Board as directed. None opposed, motion carried.

Executive Director's Report:

1. Mr. Zimmerman notified the Board that two of the remaining 2012 scheduled Board meetings will be conducted via conference calls:
 - May 18, 2012
 - November 30, 2012

Mr. Cooper moved, Mr. Little seconded, and the Board voted to accept the Executive Director's report as presented. None opposed, motion carried.

Public Rule Hearing:

No guest attendees' appeared for the public rule hearing.

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

NOTICE OF INTENT TO ADOPT A PROPOSED AMENDMENT TO THE GEORGIA BOARD OF OCCUPATIONAL THERAPY CHAPTER 671-3 LICENSE REQUIREMENTS, RULE 671-3-.08 RENEWAL OF LICENSE/PENALTIES/CONTINUING EDUCATION, AND NOTICE OF PUBLIC HEARING

Purpose: The purpose of this rule amendment is to replace the term "restoration" with the term "reinstatement".

Main Features: The rule amendments provide for the replacement of the term "restoration" with "reinstatement" throughout to be consistent with the law.

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

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

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~~ reinstatement shall be required as provided for in Rule 671-3-.09 in order to seek ~~to obtain a reinstatement of a lapsed~~ 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) Except as otherwise provided, 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. Continuing Education Hour: For purposes of these rules, a continuing education 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 43-28-13

Mr. Cooper moved, Ms. Thurlow seconded, and the Board voted to adopt the amendments to Rule 671-3-.08 Renewal of License/Penalties/Continuing Education as posted for the 30-day minimum requirement. None opposed, motion carried.

In addition, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§ 43-28-7 and 43-28-13 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(3)(A), (B), (C), and (D). The formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed in the field of Occupational Therapy.

NOTICE OF INTENT TO ADOPT A PROPOSED AMENDMENT TO THE GEORGIA BOARD OF OCCUPATIONAL THERAPY CHAPTER 671-3 LICENSE REQUIREMENTS, RULE 671-3-.09 RESTORED LICENSE, AND NOTICE OF PUBLIC HEARING

Rule 671-3.09 Restored License

SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF OCCUPATIONAL THERAPY RULE FOR CHAPTER 671-3 LICENSE REQUIREMENTS, RULE 671-3-.09 RESTORED LICENSE

Purpose: The purpose of this rule amendment is to amend the rule title, simplify the continuing education hours required language and replace the term ‘restoration’ with the term ‘reinstatement’.

Main Features: The rule amendment provides for amending the rule title, adding simplified language regarding the continuing education requirements by referring to the Board rule on continuing education versus providing the details of these requirements, and, replacing the term “restoration” with the term “reinstatement” for consistency with the law.

DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENT TO THE GEORGIA BOARD OF OCCUPATIONAL THERAPY RULE FOR CHAPTER 671-3 LICENSE REQUIREMENTS, RULE 671-3-.09 RESTORED LICENSE

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

671-3-.09 Restored Reinstatement of a License. Amended.

- (1) ~~Restoration~~ Reinstatement of an expired license is within the discretion of the Board.
- (2) A license may be ~~restored~~ reinstated by submission of the following:
 - (a) Application for ~~Restoration~~ Reinstatement with appropriate fee, including references as required under Rule 671-3-.02; and
 - (b) Documentation of the completion of ~~required~~ twenty-four (24) continuing education hours in accordance with Board rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements obtained within the two (2) year period prior to the date of the application. ~~Continuing education requirements for restoration of a license consist of:~~
 1. ~~Twenty four (24) contact clock hours of continuing education related to occupational therapy practice is required for restoration of a license. Sixteen (16) hours must be related to direct "hands on" patient care (dpc). Up to eight (8) hours (general) may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing, when appropriately licensed, Level II fieldwork supervision.~~
 2. ~~Each licensee must complete a minimum of two (2) hours of continuing education in the ethics of occupational therapy practice.~~
 3. ~~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 documenting time spent in the learning activity.

~~4. Prior approval of courses for continuing education is not required.~~

(c) Verification of current license in another state, if applicable; and

(d) Verification of Employment verifying last date of practice in Occupational Therapy, on the Board form, completed by the employer.

(3) An applicant for ~~restoration~~ reinstatement of a license who has **not** practiced within five (5) years must also submit the following:

(a) Form A (Supervised Clinical Experience) indicating who will provide 320 hours of supervised clinical experience with a description of the training for Board approval. Upon approval by the Board a limited permit will be issued.

(b) Upon completion of the supervised clinical experience, an applicant must submit Form B (Certification of Completion of Supervised Clinical Experience) verifying the 320 hours of clinical experience under the supervision of a licensed occupational therapist, pursuant to Rule 671-3-.06, for Board approval.

Authority: O.C.G.A. §§ 43-28-7 and 43-28-13

Mr. Little moved, Mr. Cooper seconded, and the Board voted to adopt the amendments to Rule 671-3.09 Restored License as posted for the 30-day minimum requirement. None opposed, motion carried.

In addition, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§ 43-28-7 and 43-28-13 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(3)(A), (B), (C), and (D). The formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed in the field of Occupational Therapy

Petition for Variance/Waiver Request:

- Nicole Boudreaux, OT001149

Mr. Cooper moved, Ms. Thurlow seconded, and the Board voted to withdraw the correspondence submitted as a petition for variance/waiver request and to request the licensee to submit the proper waiver request form and documentation. Petition request will be posted for the 15-day minimum requirement upon receipt; then presented to the Board for consideration. None opposed, motion carried.

Mr. Cooper moved, Ms. Thurlow 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), O.C.G.A. §43-1-19 (h) (2) & (4) and O.C.G.A. §50-14-2(1) to deliberate on Applications, to receive the Attorney General's, Enforcement and Cognizant Reports. Voting in favor of the motion were those present who included Board Members: Domyslowski, Thurlow, Cooper and Little

At the conclusion of Executive Session on Friday, February 03, 2012, Ms. Domyslowski declared the meeting to be "open" pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq.

Applications:

Licensure by Application:

Ms. Thurlow moved, Mr. Cooper seconded, and the Board voted to take the following action on requests for licensure by Application: None opposed, motion carried.

1. Hudanick, Sheri Approved for licensure
2. T.M. Approved pending the receipt of additional information

License No.	Licensee	Issue Date
OTA001429	Crump, Katheleen Wayne	12/15/2011
OTA001430	Canada, Justin Lamar	12/15/2011
OTA001431	Lyttle, Adloi Bill-Omar	1/5/2012
OTA001432	Jackson, H Craig	1/12/2012
OTA001433	Onyimadu, Lila Wood	1/18/2012
OTA001434	Case, Donna Leigh	2/2/2012
OTA001435	Forte, Kelly Ann Courtney	2/2/2012
OTA001436	Hartzo, Carmen G	2/2/2012
OTA001437	Powers, Catherine Jill	2/2/2012

Reinstatements

License No.	Licensee	Issue Date
OT001168	Worde, Randall Howard	12/13/2011
OT002397	Feldman, Lisa Gema	12/13/2011
OT003013	Davis, April Allyson	12/13/2011

Cognizant Member's Report:

Mr. Zimmerman provided the Board with an updated status on all open complaints.

- OT110005 – Pending Receipt of Additional Information

Mr. Cooper moved, Mr. Little seconded, and the Board voted to accept the Cognizant/Enforcement report as presented. None opposed, motion carried.

Attorney General's Report:

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

Mr. Cooper moved, Mr. Little seconded, and the Board voted to accept the Attorney General's report as presented. None opposed, motion carried.

Additional Business:

1. 2012 Board Officer Elections were tabled until the next scheduled meeting.

With no additional business to be discussed, Ms. Domyslawski moved, Mr. Cooper seconded, and the Board voted to adjourn today's meeting at 12:45 p.m.

Minutes recorded by:

Amanda M. Allen, Board Support Specialist

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

Donna Domyslawski, Board Member

Brig Zimmerman, Executive Director

These minutes were signed and approved on May 18, 2012