

**GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
MINUTES OF CONFERENCE CALL BOARD MEETING
May 17, 2013**

A conference call meeting of the Georgia State Board of Occupational Therapy was held on Friday, May 17, 2013, at the Secretary of State Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia with the following members present:

Members Present:

Rachele Branson, OTR/L, Vice Chair
Melissa Thurlow, OTR/L
Mary Louise Austin, Consumer Member
Robert C. Cooper, OTR/L

Board Members Absent:

Donna J. Domyslawski, OTR/L, Chair
Brent Little, OTR/L

Others Present:

Brig Zimmerman, Executive Director
Serena Gadson, Licensure Analyst Supervisor
Hope Harrison, Board Support Specialist

Attorney General's Office

Janet Jackson, Senior Assistant Attorney General

Ms. Branson, Vice-Chair established a quorum of the Board was present and called the Board meeting to order at 10:07 a.m.

Agenda:

Approved with late agenda items added:

- Board Rule 671-3-.08 – Memo of Authority
- Correspondence – A. Van Atta – Student Modality Certification

Minutes:

Mr. Cooper motioned, Ms. Austin seconded, and the Board voted to approve the Board meeting minutes from the following meeting date as amended. None opposed, motion carried.

- February 08, 2013

Executive Director's Report:

None Presented

Board Rules/Policies:

- Board policies were reviewed and recommendations presented. A revision of the policies will be presented for Board review at the next meeting.
- Rule 671-3-.08 Renewal of License/Penalties/CE Requirements

A Memo of Statutory Authority was received from the Attorney General's Office stating that the Board is specifically authorized to require continuing education for licensure renewal in paragraphs (a) and (b) of O.C.G.A. § 43-28-14. The Board's proposed amendments to the rule are authorized by O.C.G.A. §§ 43-1-4, 43-1-19, 43-1-25, 43-28-7, 43-28-7, 43-28-8, 43-28-13 and 43-28-14.

Ms. Janet Jackson, Senior Assistant Attorney General made the recommendation to insert a sentence or phrase at the beginning of paragraph (3) to state clearly the date from which licensees must comply with the proposed changes to continuing education requirements.

Proposed revisions for Rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements. Amended.

[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 reinstatement shall be required as provided for in Rule 671-3-.09 in order to seek 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) Beginning April 1, 2014, the continuing education requirements contained in this rule will be required for the renewal or reinstatement of a license. 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.~~ 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 entry level occupational therapy. A continuing education hour is defined as actual time spent in instruction or organized learning experiences excluding meals, breaks, welcome/introductions, and business meetings.

(a) Continuing Education (CE) hours obtained from January 1st until March 31st of an even numbered year ~~will~~ can 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. At least fourteen (14) hours of the required twenty-four (24) continuing education hours must be related to direct "hands on" patient care. This includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.~~

(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. A maximum of six (6) hours of the required twenty-four (24) continuing education hours can be in "General" continuing education. This includes areas related to administration, supervision, documentation, quality assurance and research.~~

~~(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. A maximum of four (4) hours of the required twenty-four (24) continuing education hours may be used for Level II fieldwork supervision, published professional writing and instructional presentations.~~

~~(e) Each licensee must complete a minimum of two (2) hours of continuing education of the required twenty-four (24) continuing education hours 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.~~

~~(f) At least twelve (12) of the required twenty-four (24) continuing education hours must be obtained by attendance at live presentations such as workshops, seminars, conferences or formal academic coursework.~~

~~(g) A maximum of twelve (12) of the required twenty-four (24) continuing education hours may be obtained by electronic or web based courses, formal self study courses, satellite broadcasts, computer learning activities, webinars, or viewing videotapes in a professional setting.~~

~~(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. Procedures for verifying to the Board that the continuing education requirements for licensure renewal have been met:~~

~~(a) Respond appropriately to questions on renewal of license application;~~

~~(b) Retain continuing education documentation in personal files and submit to the Board if selected for a continuing education audit;~~

~~(c) Documentation as specified in Board Rule 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.~~

~~(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.~~ ; or,

2. A program description including sponsor, course title, date(s), program objectives/learning outcomes, content description, and agenda or schedule. 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: For “General” continuing education under Board Rule 671-3-.08(3)(c), if obtained at a conference, workshop or live presentation, required documentation is as noted above. All other must include:~~

1. ~~Verified instructional time by the course sponsor; a certificate of completion or similar documentation signed by program official; and~~ Explanation of the relationship of the activity to occupational therapy and your professional growth.

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(s) and clock hours~~ of the activity;

3. Other information as may be requested.

~~(d c)~~ 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. 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; and,

~~2. 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:~~

(d) For published professional writing and instructional presentations [Board Rule 671-3-.08(3)(d)] including first time or significantly revised presentations or an academic class session, workshop, seminar, in-service or professional meeting program session:

1. Presentation description including location, title, date, hours of presentation, general content description, and type of audience; and, Verification of presentation or formal thank you note signed by the sponsor or program official; and

2. Verification of presentation or formal thank you note signed by the sponsor or program official. Presentation description including location, title, date, hours of presentation, general content description, and type of audience.

(e) Documentation of electronic or web based course, formal self-study courses, satellite broadcasts, computer learning activities or viewing of videotapes in a professional setting must include:

1. Verified instructional time by the course sponsor, a certificate of completion or similar documentation signed by the program official; and,

2. A program description including sponsor, course title, date(s), program objectives/learning outcomes, and content description.

(f) Continuing education listings should be documented on the appropriate board form, available on the Board website (www.sos.ga.gov/plb/ot).

~~(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. §§ 43-1-4, 43-1-19, 43-1-25, 43-28-7, 43-28-8, 43-28-13 and 43-28-14

Ms. Austin motioned, Ms. Thurlow seconded and the Board voted to post the amendments to Rule 671-3-08 for the required thirty (30) days for public view, and to conduct the public hearing/rule adoption at the next scheduled meeting. None opposed, motion carried.

Ms. Austin motioned, Ms. Thurlow seconded and the Board voted that the formulation and adoption of this rule will 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. §§ 43-1-4, 43-1-19, 43-1-25, 43-28-7, 43-28-8, 43-28-13 and 43-28-14. None opposed, motion carried.

Ms. Austin motioned, Ms. Thurlow seconded and the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§ 43-1-4, 43-1-19, 43-1-25, 43-28-7, 43-28-8, 43-28-13 and 43-28-14 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.

Correspondence:

Correspondences received between scheduled Board meetings were reviewed and discussed.

- AOTA Telehealth Position Paper
The Board members will review.
- G. Smeeton –Medicaid Treatment Plans
Board Response: From a licensure standpoint, Occupational Therapy Assistants cannot perform evaluations and therefore cannot develop treatment plans but are to provide treatment based on the developed treatment plan. The Board’s position is that since licensed Occupational Therapy Assistants should not be developing the plan, that the plan should be signed by the licensed Occupational Therapist who is responsible for the development of the treatment plan and supervision of the OTA. Additionally, the Occupational Therapy Assistant who carries out treatment could co-sign with the Occupational Therapist. However, the reimbursement entity would have the ultimate say in who they would accept as an authorized signer for purposes of reimbursement.
- A. Van Atta – Student Modality Certification
Board Response: A Student/intern can apply modalities to patients under the direct supervision of a licensed Occupational Therapist or licensed Occupational Therapist Assistant who is certified in Physical Agent Modalities (PAMs). However, the student’s service hours would not count towards the in-service hours for certification in PAMs.
- Interested Parties List Correspondence

Recently, the Professional Licensing Boards Division of the Secretary of State's Office updated their software regarding the Interested Parties list maintained by the Board. The Interested Parties list is a way for the Board to notify licensees, as well as interested parties and associations, of current rules being proposed by the Board. Subscribers of this list are sent electronic notifications each time a proposed rule is being considered by the Board. Any person wishing to receive these notifications must now subscribe to the updated Interested Parties list maintained by the Board. Even if you were previously subscribed to receive such notifications, you will need to complete the subscription process again in order to continue receiving notifications from the Board.

If you would like to receive such notifications in the future, please visit the following link to subscribe: <http://sos.georgia.gov/plb/subscribe.htm>

If you choose not to subscribe, you will not receive these notifications from the Board. The proposed rules may always be viewed at the Board's website: <http://sos.georgia.gov/plb/ot/>

Ms. Austin motioned, Mr. Cooper 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.

Application Ratify List:

OT005624	Bollwitt, Sarah Susan	Occupational Therapy
OT005625	Hamlin, Christina Renee	Occupational Therapy
OT005626	Bates, Laura Lee	Occupational Therapy
OT005627	Kurtz, Paige Elizabeth	Occupational Therapy
OT005628	Aiken, Darnell Augustus, Jr	Occupational Therapy
OT005629	Brown, Sandi Cierra	Occupational Therapy
OT005630	Smith, Dana Elizabeth	Occupational Therapy
OT005631	Duggan, Doreen Marie	Occupational Therapy
OT005632	Edelstein, Lindsey M	Occupational Therapy
OT005633	Sutton, Claire Jennifer	Occupational Therapy
OT005634	Halter, Rachel Leigh	Occupational Therapy
OT005635	Taylor, Tangenique Michelle	Occupational Therapy
OT005636	Snyder, Jenna Marie	Occupational Therapy

OT005637	Rardin, Meghan LaManda	Occupational Therapy
OT005638	Lawrence, Zachary Todd	Occupational Therapy
OT005639	Gonzalez, Liz Adomale	Occupational Therapy
OT005640	Lapa, Amy	Occupational Therapy
OT005641	Hayes, Shayla Jeanine	Occupational Therapy
OT005642	James, Ednitra L	Occupational Therapy
OT005643	Kinas, Andrea Amelia	Occupational Therapy
OT005644	Smith, Eddwina Franshawna	Occupational Therapy
OT005645	Johnson, Angela N	Occupational Therapy
OT005646	Kiel, Stephanie Lynn	Occupational Therapy
OT005647	Woodworth, Sarah Marie	Occupational Therapy
OT005648	Yarbrough, Lily Elaine	Occupational Therapy
OT005649	Dogbe, Sena Bryson	Occupational Therapy
OT005650	Suppa, Laura Ann	Occupational Therapy
OT005651	Long, Thomas Christopher	Occupational Therapy
OT005652	Mcinnis, Heather Helane	Occupational Therapy
OT005653	Stinson, Matthew Brian	Occupational Therapy
OT005654	Norton, Katie Amanda	Occupational Therapy
OT005655	DeLee, Madeline Lauren	Occupational Therapy
OT005656	Porter, Kasey Nicole	Occupational Therapy
OT005657	Hollis, Lena Diane	Occupational Therapy
OT005658	Alvarez, Melissa Marie	Occupational Therapy
OT005659	Davis, Sherylin Denise	Occupational Therapy
OT005660	Sylvia, Alexandria	Occupational Therapy
OT005661	Lyons, Ashley Elizabeth	Occupational Therapy
OT005662	McInnis, Meghan Marie	Occupational Therapy
OT005663	Dusseau, Joanna Kay	Occupational Therapy
OT005664	Young, Anitra Dupuch	Occupational Therapy
OT005665	Hutto, Tara L	Occupational Therapy
OT005666	Northcut, Jessica C	Occupational Therapy
OT005667	Barker, Maria Celeste	Occupational Therapy
OT005668	Ragland, Kristen M	Occupational Therapy
OT005669	McKibben, Whitley Alyse	Occupational Therapy
OT005670	Namulawa, Julia	Occupational Therapy
OT005671	Langley, Tara Kaye	Occupational Therapy
OT005672	Julien, Marie Colleen	Occupational Therapy
OT005673	Shufelt, Courtney Sara	Occupational Therapy
OTA001566	Maxwell, Ashley Nicole	Occupational Therapy
OTA001567	Poague, Clayton W	Occupational Therapy
OTA001568	Torres-Rodriguez, Sheri Denelle	Occupational Therapy
OTA001569	Awesome, Jennifer Anne	Occupational Therapy
OTA001570	Gilmore, Ayla Beth	Occupational Therapy
OTA001571	Jackson, Auontwannque B R	Occupational Therapy
OTA001572	Jackson, Periz Monique	Occupational Therapy
OTA001573	Lewis Rahhal, Carrie Ilene	Occupational Therapy
OTA001574	Simpson, Heather Leanne	Occupational Therapy
OTA001575	Mande, Danielle N K	Occupational Therapy

OTA001576	Deese, Dayla S	Occupational Therapy
OTA001577	Cooper, Debra Jean	Occupational Therapy
OTA001578	Padilla, Zindy Yemariz	Occupational Therapy
OTA001579	Cato, Tracy Elaine	Occupational Therapy
OTA001580	Morton, Janel Lee	Occupational Therapy
OTA001581	Nansel, Alana Rose	Occupational Therapy
OTA001582	Dieu, Dona Nicolas	Occupational Therapy
OTA001583	Sheppard, Katherine Hannah	Occupational Therapy
OTA001584	Fischer, Kayla Marie	Occupational Therapy
OTA001585	Turner, Jennifer Hamilton	Occupational Therapy
OTA001586	Beckmann, Lance D	Occupational Therapy
OTA001587	Peters, Jill Mary Ann	Occupational Therapy
OTA001588	McDaniel, Brenda Sue	Occupational Therapy
OTA001589	Leath, Donna Eileen	Occupational Therapy
OTA001590	Belenets, Bonnie	Occupational Therapy
OTA001591	Davis, Ashley DeGar	Occupational Therapy
OTA001592	Kanu, Alie Bai	Occupational Therapy
OTA001593	Weber, Lori Beth	Occupational Therapy
OTA001594	Clary, Kimberly Ellen	Occupational Therapy
OTA001595	Lee, Yun	Occupational Therapy

Mr. Cooper motioned, Ms. Thurlow seconded, and the Board voted to ratify the listing of individuals issued licenses administratively between meetings as presented. None opposed, motion carried.

Mr. Cooper motioned, Ms. Austin 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, and to conduct Applicant Interviews. Voting in favor of the motion were those present who included Board Members: Branson, Austin, Cooper and Thurlow.

At the conclusion of Executive Session on Friday, May 17, 2013, Ms. Branson declared the meeting to be “open” pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq. No votes were obtained during Executive Session.

Applications Reviewed:

Licensure by Application:

Azar, Karen	Approved for licensure
Bonds, Mary Elizabeth	Approved for licensure
DiLeo, Carly	Approved for licensure
Mitchell, Robert	Approved for licensure
Phillips, Natalie	Approved for licensure
Rakofsky, Lucas	Approved for licensure

Licensure by Reinstatement:

S.B.	Refer to Legal Services
Lee, Dawn	Approved for reinstatement
Person, Anna	Approved for reinstatement
T.S.	Pending; additional documentation needed
Vaden, Lauren	Approved for reinstatement

Wilke, Erin

Approved for reinstatement

Certification of Physical Agent Modalities (PAMs)

D.A.	Pending; additional documentation needed
Anderson, Retha	Approved for certification
Bolles, Elizabeth	Approved for certification
Chisvo, Moira	Approved for certification
Clark, Melissa	Approved for certification
Cronin, Stewart	Approved for certification
Elliott, Amie	Approved for certification
Farmer, Gregory	Approved for certification
Goble, Anna	Approved for certification
Godwin, Katherine	Approved for certification
Gowan, Stephanie	Approved for certification
Keal, Stephanie	Approved for certification
Lawrence, Zachery	Approved for certification
Najarro, Alexis	Approved for certification
Oleleh, Isioma	Approved for certification
Oliver, Melvin	Approved for certification
Parker, Rebekah	Approved for certification
Riordan, Joseph	Approved for certification
Schwegler, Hilary	Approved for certification
Sineath, Sherry	Approved for certification
Smith, Ansley	Approved for certification
Stewart, Lindsey	Approved for certification
Summers, Jacqueline	Approved for certification
Thomas, Rhonda	Approved for certification
Thurman, Gina	Approved for certification
Vaught, Ellen	Approved for certification
Watts, Terri	Approved for certification
Zimmerman, Nicole	Approved for certification

Limited Permits (issued between meetings):

Newkirk, Krystal	Approved
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Certification for Physical Agent Modalities (PAMs) (issued between meetings):

Balakrishnan, Latha	Approved for certification
Brinkley, Sara	Approved for certification
Edelstein, Lindsey	Approved for certification
Gajjar, Alpa	Approved for certification
Gray, Lakisha	Approved for certification
Henry, Glendora	Approved for certification
Hutcherson, Denise	Approved for certification
Kurtz, Paige	Approved for certification
Maninger, Jennifer	Approved for certification
Moore, Erica	Approved for certification
Shaffer, Katherine	Approved for certification

Application for Reinstatements (issued between meetings)

Holmes, Wendy	Approved for reinstatement
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Ms. Austin motioned, Mr. Cooper seconded, and the Board voted to take the recommended action on applications for licensure- OT/OTA, certification of physical agent modalities and permits as shown above. None opposed, motion carried.

Attorney General's Report:

Janet Jackson, Assistant Attorney General, reported there are currently no cases referred for action. A Memorandum of Statutory Authority regarding amendments to Rule 671-3-.08 was presented to the Board.

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

Cognizant/Enforcement Report:

Complaint Cases Open:

OT130003

Mr. Cooper motioned, Ms. Thurlow seconded, and the Board voted accept the cognizant report as presented. None opposed, motion carried.

Additional Business:

- Request to include a policy discussion for modality certification reciprocity on the agenda for the next scheduled Board meeting.

With no additional business to be discussed, the meeting was adjourned at 11:19 a.m.

Minutes recorded by:

Hope Harrison, Board Support Specialist

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

DONNA DOMYSLAWSKI

Chair

BRIG ZIMMERMAN

Executive Director

These minutes were approved on August 16, 2013.