

**GEORGIA STATE BOARD OF VETERINARY MEDICINE**

**Board Meeting Minutes  
Professional Licensing Boards  
237 Coliseum Drive, Macon, GA  
December 16, 2015 - 9:30A.M**

The Georgia State Board of Veterinary Medicine met on Wednesday, December 16, 2015. The following members were present:

**Board Members Present**

Dr. Beckey Malphus, President  
Dr. Henry Bohn, Vice President  
Dr. Larry Corry  
Dr. Edsel Davis  
Dr. John Sundstrom

**Staff Present**

Ms. Adrienne Price, Executive Director  
Ms. Kathy Osier, Licensing Supervisor

**Attorney General's Office**

Amelia Baker, Senior Assistant Attorney General  
Kirsten Daughdril, Attorney General

**Visitors Present**

Billie Fay  
Ollie Britt  
Lily Greeson

**Call to Order** Dr. Malphus established a quorum and called the meeting to order at 9:35 AM.

**OPEN SESSION**

Ms. Price informed the Board that newly appointed Board Member, Nick Haynes notified the Board office that he was being sworn in by Governor and as a result will not be in attendance to the meeting.

**10:00am Board Rule 700-8-.01 Public Rule Hearing**

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA STATE BOARD OF VETERINARY MEDICINE RULE FOR CHAPTER 700-8, UNPROFESSIONAL CONDUCT, RULE 700-8-.01, UNPROFESSIONAL CONDUCT.**

**Purpose:** To further define patient veterinarian relationship.

**Main Features:** Further clarify 700-8-.01(d)(2)(3).

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA STATE BOARD OF VETERINARY MEDICINE RULE FOR CHAPTER 700-8, UNPROFESSIONAL CONDUCT, RULE 700-8-.01, UNPROFESSIONAL CONDUCT.**

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

**700-8-.01 Unprofessional Conduct**

Within the meaning of Ga. Code subsection 43-50-21(a)(7), unprofessional conduct means:

(a) Advertising - defined: Advertising shall mean any information communicated in a manner designed to attract public attention to the practice of the licensee or registrant. Advertising shall include but not be limited to, a communication, published or displayed through the use of newspaper, internet, telephone directory, pamphlets or handouts, radio, television, signs, billboard, window display or any other means of medium.

1. A licensee or registrant shall not make any false, misleading or deceptive communication in any form of advertising.

2. Advertisement of prices must contain a complete description of veterinary services included in any advertised price and disclosure of any extra charges that may be required to serve the consumer's needs.

(b) Professional Relationships:

1. It shall be unprofessional conduct for a licensee or registrant without just cause and in bad faith or for the purpose of soliciting patronage or personal pecuniary gain to disparage the profession or professional capabilities of another licensee or registrant.
2. It shall be unprofessional conduct to aid any person, firm, or corporation to engage in the unauthorized practice of veterinary medicine.
3. It shall be unprofessional conduct for a licensee or registrant to guarantee a cure or to offer his name in a commercial setting in a testimonial as to virtues of proprietary remedies or foods.
4. Consultation by an attending veterinarian with other veterinarians expert in the particular matter on which consultation is sought is in the public interest and thus is expected of the attending veterinarian when the need arises. But such consultation is discouraged if the consulting veterinarian employs the relationship so created to disparage the attending veterinarian or to solicit business; such practices are not in the public interest.
  - (i) It shall therefore be unprofessional conduct for a licensee called as a consulting veterinarian to disparage in the presence of the client the competence of the attending veterinarian. The Board does, however, expect any incompetence or negligence to be reported to it and nothing in this rule prohibits such reports or the giving of testimony in public or private litigation.
  - (ii) It shall be unprofessional conduct for a consulting veterinarian to assume unauthorized control of the case or to utilize the consulting relationship to solicit business for himself or others.
5. It shall be unprofessional conduct for a licensee employed to render professional advice by one party in negotiations concerning the sale of an animal to accept a fee from the other party.

(c) Failure to Maintain Patient Records:

1. A veterinarian shall prepare and maintain a record reflecting the care and treatment of animals treated.
2. These records shall contain clinical information sufficient to justify the diagnosis and warrant treatment and shall, if applicable, include but not be limited to the following information:
  - (i) Name, address and telephone number of the animal's owner;
  - (ii) Name of attending veterinarian and staff rendering care;
  - (iii) Patient identification, including name, ages, sex and breed;
  - (iv) Dates of examination, treatment and custody of the animal;
  - (v) Patient history;
  - (vi) Presenting complaint;
  - (vii) Vaccination history;
  - (viii) Findings from physical examination, including temperature and weight;
  - (ix) Clinical lab reports, if applicable;
  - (x) Medication and treatment, including frequency;
  - (xi) Anesthetic, including type and amount, if applicable;
  - (xii) Details of surgical procedure with complications and/or abnormalities noted, if applicable;
  - (xiii) Progress and disposition of the case;
  - (xiv) Differential diagnoses; and
  - (xv) X-rays, if applicable.
3. All records shall be kept in a readily retrievable form, shall be recorded contemporaneously, and shall be filed promptly following treatment.
4. Patient records shall be kept by a veterinarian for three (3) years after a patient's last visit, notwithstanding any other provisions of law.
5. Copies of patient records must be made available to the owner of the animal upon written request to the veterinarian who treated the animal or to the veterinarian facility where the treatment was provided. Such records must be made available within ten (10) business days from request. The veterinarian may charge a reasonable charge for the search, retrieval, duplication and, if applicable, mailing of the patient records.
6. Failure to keep records as required by this subparagraph shall constitute a failure to conform to the minimal standards of acceptable and prevailing veterinary medical practice.

(d) Failure to have an appropriate Veterinarian/Client/Patient Relationship. An appropriate veterinarian/client/patient relationship will exist when:

1. The veterinarian has assumed the responsibility for making medical judgments regarding the health of the animal(s) and the need for medical treatment, and the client (owner or other caretaker) has agreed to follow the instructions of the veterinarian;
2. There is sufficient knowledge of the animal(s) by the veterinarian to initiate at least a general or preliminary diagnosis of the medical condition of the animal(s). This means that the veterinarian is personally acquainted with the keeping and care of the animal(s) by virtue of: (i) an examination of the animal by the veterinarian within the last twelve (12) months, or

(ii) medically appropriate and timely visits by the veterinarian to the premises where the patient is kept;  
3. A veterinarian/client/patient relationship has not been established solely by telephone, computer or other electronic means; and  
4. A licensed veterinarian is readily available for follow-up in case of adverse reactions or failure of the regimen of therapy.

**(e) Prescription Drugs :**

1. After a valid veterinary/client/patient relationship has been established, a veterinarian must make available, upon request, at a reasonable cost, a written prescription. It is unlawful for a veterinarian to release, prescribe, and/or dispense any prescription drugs without having established a valid veterinary/client/patient relationship.

2. It is unlawful for a veterinarian to release, prescribe, and/or dispense any prescription drugs without having established a valid veterinary/client/patient relationship. After a valid veterinary/client/patient relationship has been established, a veterinarian must make available, upon request, at a reasonable cost, a written prescription.

Authority of §§ 43-1-25, 43-50-21, 43-50-3, 43-1-19 and 43-50-41.

**Written Comments Received**

No written comments were received.

**Public Comments Received**

No Public comments were received or offered during the hearing.

Dr. Sundstrom motioned, Dr. Corry seconded and the Board voted unanimously in favor of the motion to adopt the 700-8-.01 proposed amendment as presented.

Dr. Sundstrom motioned, Dr. Corry seconded, and the Board voted unanimously in favor of the motion that the formulation and adoption of Proposed Amendment to 700-8-.01 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.

Dr. Sundstrom motioned, Dr. Corry seconded and the Board voted unanimously in favor of the motion that it is legal or feasible to meet the objectives of O.C.G.A. §§ 43-1-25, 43-24A-19(2), and 43-24A-3(4) 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 Veterinary Medicine

The hearing adjourned at 10:08 a.m.

**Agenda** The Board accepted the agenda as presented.

**Open Session Board Minutes**

**October 21, 2015 Board Meeting Minutes**

Dr. Corry motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion to approve the October 21, 2015 Board Meeting minutes as presented.

**December 15, 2015 Investigative Committee Minutes**

Dr. Corry motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion to approve the December 15, 2015 Investigative Committee minutes as presented.

**Licenses to Ratify      October 15, 2015 – December 9, 2015**

Dr. Bohn motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion to ratify licenses issued from October 15, 2015-December 9, 2015.

**Correspondence – Laura Molony - Releasing of Test Results**

Dr. Corry motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion to notify the writer that yes, she must release the test results in accordance with the law and rules as it is part of the medical records.

**AAVSB Discussions**

The Board accepted the following correspondence from AAVSB as information and made the following recommendation regarding the Veterinary Continuing Education Tracking system:

- a) **New Brunswick Joins the AAVSB**
- b) **Veterinary Continuing Education Tracking System**

Recommended that the VCET be promoted through the Georgia Veterinary Medical Association (GVMA) to the licensees.

**Discussion – AVMA Notice of Accreditation Actions**

The Board accepted the correspondence in reference to AVMA Notice of Accreditation Actions as information.

**Discussion – BR 700-8-.01 Now on Website**

The Board accepted the correspondence in reference to Board Rule website postings as information.

**Discussion - Clarification of Approved Continuing Education Hours**

Dr. Bohn motioned, Dr. Corry seconded and the Board voted unanimously in favor of the motion to direct staff to quote the Board rule in the approval letters for continuing education courses in order to inform providers that in the state of Georgia a maximum of 20 hours may be awarded for any one meeting.

**Discussion – FTC Active Supervision of State Boards – FARB Response**

The Board accepted the correspondence in reference to FTC Active Supervision as information.

**Discussion – NBVME Practice Analysis – NAVLE Focus Group**

The Board accepted the correspondence in reference to NBVME Practice analysis as information.

**Discussion – Supreme Court Rejects Telemedicine Case**

The Board accepted the correspondence in reference to the Telemedicine Case as information.

**Executive Director’s Report – A. Price**

Executive Director’s report presented the Board with statistical data relevant to the processing of applications, the number of licensees and complaints/compliance matters. The Board accepted the report as presented.

**Board Chair’s Report – B. Malphus**

No report presented

**Miscellaneous Discussions**

**1) Board Rule 700-7-.02 Reinstatement of Expired licenses**

Dr. Davis motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion to refer Board Rule 700-7-.02 to the Attorney General's office for memorandum of authority and if no objection vote to post

**Rule 700-7-.02. Reinstatement of Expired Licenses**

- (1) A veterinary or veterinary technician license which has not been renewed by the end of the March 31<sup>st</sup> late renewal period shall be administratively lapsed for failure to renew. Such failure to renew shall have the same force and effect as a revocation of said license as provided in Sec. [43-1-19\(1\)](#) of the Official Code of Georgia Annotated. Licenses that have been administratively lapsed for failure to renew, must be reinstated at the Board's discretion.
- (2) For purposes of this regulation, the administrative lapsing of license for failure to renew shall not be treated as a disciplinary action or contested case.
- (3) Any licensed veterinarian or veterinary technician in Georgia who fails to renew said license for a period of three years or more shall be required, before reinstatement of said license, to submit a detailed resume of such licensee's work experience since the date said license was renewed and in good standing. [Applicants must submit proof of having completed continuing education hours within the past two years. Veterinarians must submit a minimum of thirty \(30\) hours of continuing education and veterinary technicians must submit a minimum of ten \(10\) hours.](#) ~~If the~~An individual [who](#) has been practicing outside of Georgia, ~~he/she~~ must furnish a [statement verification of licensure](#) from ~~a~~all recognized licensing jurisdiction(s) ~~regarding the state of licensure in such locale~~ [where the individual has held a license.](#)
- (4) An individual seeking reinstatement [as a veterinarian or veterinary technician](#) may be required to furnish additional information to show ~~that he/she has kept abreast of veterinary medical or veterinary technology practice and that the individual has not had a~~ ~~he/she neither had his/her veterinarian/veterinary technician~~ license revoked in another state [and/or jurisdiction](#) nor has ~~he/she~~ been charged with or convicted of a crime.
- (5) Upon evaluation of such information, the Board may reinstate said license, or at its discretion condition reinstatement of said license upon conditions acceptable to the Board.

Cite as Ga. Comp. R. & Regs. R. 700-7-.02

Authority: O.C.G.A. Secs. [43-50-21](#), [43-50-40](#).

**History.** Original Rule entitled "Reinstatement of Expired Licenses" adopted. F. June 18, 1985; eff. July 8, 1985.

**Repealed:** New Rule of same title adopted. F. June 15, 2009; eff. July 5, 2009.

Dr. Corry motioned, Dr. Sundstrom seconded, and the Board voted unanimously in favor of the motion that the formulation and adoption of Proposed Amendment to 700-7-.02 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.

Dr. Davis motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion that it is legal or feasible to meet the objectives of O.C.G.A. §§ 43-1-25, 43-24A-19(2), and 43-24A-3(4) 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 Veterinary Medicine.

## 2) **Board Rule 700-7-.03 Continuing Veterinary Education**

Dr. Davis motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion to refer Board Rule 700-7-.03 to the Attorney General's office for memorandum of authority and if no objection vote to post

### **Rule 700-7-.03. Continuing Veterinary Education**

The Georgia State Board of Veterinary Medicine in accordance with the provisions of State Law and for the purpose of establishing certain minimum standards for continuing education in the best interest of and for the protection of the public health, safety and welfare hereby adopts the following rule:

#### (a) General Requirements:

1. Each veterinarian licensed to practice in the State of Georgia must obtain thirty (30) hours of Board approved continuing education per biennium for license renewal. ~~Effective January 1, 2009,~~

~~(i) Of the thirty (30) hours required, two (2) per renewal period must be acquired in Georgia laws, rules and professionalism. Effective January 1, 2011, of the two (2) hours; one (1) of which must be acquired in person. Georgia licensees who do not practice in the State of Georgia are not required to meet the two (2) hour requirement in Georgia laws, rules and professionalism; and.~~

~~(ii) Effective January 1, 2017, eighteen (18) of the thirty (30) hours must include scientific subject matter. Scientific subject matter includes all conventional medical and surgical sub-categories that are evidence based in addition to the science of diagnosis, treatment and prevention of disease as it relates directly to patients and includes a comprehensive range of the practice of veterinary medicine.~~

2. At the time of license renewal, each veterinarian shall certify to the Georgia State Board of Veterinary Medicine that he/she has completed the continuing education required for license renewal.

3. A veterinarian licensed during the first year of a biennium must obtain fifteen (15) hours of continuing education and is not required to meet the two (2) hour requirement in Georgia laws, rules and professionalism. A veterinarian licensed during the second year of a biennium is exempt from obtaining continuing education for that renewal period. After this time period, the entire thirty (30) hours is required for each renewal.

4. In the event that a veterinarian fails to verify or submit documentation of continuing education credits at the same time of renewal of his/her license, the Board will not process his/her renewal until continuing education requirements have been met and proof of such has been received and approved by the Board. If documentation of continuing education is requested and not received by the Board prior to the expiration date, the license will expire.

5. A veterinarian may not carry over continuing education credits from one biennium license renewal period to the next.

6. Each veterinarian must maintain a record of credit hours earned and proof of attendance of such hours for a period of three years from the date of the preceding renewal period and must provide the Board with said documentation upon request.

7. Veterinarians who attend programs where more than one course is taught must maintain proof of the courses attended and the number of hours awarded for each course.

(b) Approved Continuing Education Programs and Hours: 1. Blanket approval is awarded to any National, State and International veterinary association meetings, United States Department of Agriculture and Georgia Department of Agriculture sponsored meeting, Board Certified Specialties programs recognized by the American Veterinary Medical Association, all AVMA accredited veterinary college or school sponsored classes and programs, all AAVSB RACE approved programs, any GVMA constituent organization programs, AAHA programs, programs sponsored by the United States or Southern Animal Health Association and any course approved by another state board. Blanket approval does not apply to any continuing education programs on Georgia laws, rules and professionalism.

2. Prior approval must be granted for any courses not offered by a blanket approved organization. Such requests shall include the following: (i) a detailed course outline or syllabus;

(ii) a current curriculum must be provided for each speaker or lecturer;

(iii) the procedure to be used for recording attendance;

(iv) the number of continuing education hours for which the course sponsor requests approval.

3. Credit hours may be earned as follows: (i) One (1) hour may be given for each 50 minutes of contact time. Seminars are composed of lectures or labs; welcoming remarks, business sessions, unstructured demonstrations or degree programs are not considered seminars.

~~(ii) Not more than three (3) hours can be for veterinary audio review.~~ Three (3) hours can be for journal studies where follow-up testing is required. Fifteen (15) hours of interactive computer generated courses will be allowed. Follow-up testing is required.

~~(iii) Not more than five (5) hours for hospital management.~~

~~(iv) A maximum of twenty (20) hours will be allowed for any one meeting~~

~~(viii) A maximum of twelve (12) hours will be allowed per calendar day.~~

~~(xiv) A maximum of six (6) hours for veterinarians can be acquired through in house training at the licensee's place of employment.~~

~~(xii) A maximum of ten (10) hours can be acquired through in house training for veterinary faculty at AVMA accredited institutions.~~

(c) Continuing Education Audit: 1. During the renewal period, the Board staff will randomly select up to 25% of its licensees to audit for continuing education compliance. If selected for continuing education audit, each licensee must submit continuing education records to meet the renewal requirements for that license renewal period.

(d) Provider and Sponsor Criteria: All providers and sponsors must provide the following information to the Board if they have not been awarded blanket approval: 1. Each sponsor or provider shall have an administrator whose responsibility is to maintain the criteria for quality in programming.

2. Providers shall use qualified personnel to develop and present the programs, which shall utilize appropriate instructional materials and resources.

3. Providers shall provide to the Board adequate advanced promotional information, material about target audiences, program content, faculty credentials and fees.

4. Providers shall provide a means of registration of the participants at each program and maintain a record of attendance for a period of three years from the date of the program.

5. Providers shall develop policies and procedures for the management of grievances.

6. Providers shall provide each participant with adequate documentation of his/her successful completion of the program. The documentation shall include: (i) Name and license number of participant;

(ii) Name of provider;

(iii) Name and title of program;

(iv) Hours/CEU's completed;

(v) Date of completion; and

(vi) Authorizing signature.

7. All continuing education providers seeking approval of the continuing education program by the Georgia State Board of Veterinary shall submit a Program Approval Form for each program presented. These forms should be submitted 60 days in advance.

Cite as Ga. Comp. R. & Regs. R. 700-7-.03

Authority: O.C.G.A. Secs. 43-1-19, 43-1-24, 43-1-25, 43-50-2, 43-50-21, 43-50-26, 43-50-40.

History. Original Rule entitled "Continuing Veterinary Education" was filed November 4, 1988; effective November 24, 1988.

Amended: F. Dec. 19, 1990; eff. Jan. 8, 1991.

Amended: F. Jun. 20, 1997; eff. Jul. 10, 1997.

Repealed: New Rule of same title adopted. F. Apr. 8, 2002; eff. Apr. 28, 2002.

Repealed: New Rule of same title adopted. F. Feb. 6, 2005; eff. Feb. 26, 2005.

Amended: F. Aug. 24, 2007; eff. Sept. 13, 2007.

Amended: F. Sept. 2, 2008; eff. Sept. 22, 2008.

Repealed: New Rule of the same title adopted. F. Aug. 12, 2010; eff. Sept. 1, 2010.

Repealed: New Rule of the same title adopted. F. Jun. 19, 2012; eff. Jul. 9, 2012.

Amended: F. Nov. 5, 2014; eff. Nov. 25, 2014.

Dr. Corry motioned, Dr. Davis seconded, and the Board voted unanimously in favor of the motion that the formulation and adoption of Proposed Amendment to 700-7-.03 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.

Dr. Corry motioned, Dr. Davis seconded and the Board voted unanimously in favor of the motion that it is legal or feasible to meet the objectives of O.C.G.A. §§ 43-1-25, 43-24A-19(2), and 43-24A-3(4) 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 Veterinary Medicine.

**3) Board Rule 700-7-.04 Veterinary Technician Continuing Education**

Dr. Corry motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion to refer Board Rule 700-7-.04 to the Attorney General's office for memorandum of authority and if no objection vote to post.

**Rule 700-7-.04. Veterinary Technician Continuing Education**

Effective January 1, 2010, the Georgia State Board of Veterinary Medicine in accordance with the provisions of State Law and for the purpose of establishing certain minimum standards for continuing education in the best interest of and for the protection of the public health, safety and welfare hereby adopts the following rule:

(a) General Requirements:

1. Each veterinary technician licensed to practice in the State of Georgia must obtain ten (10) hours of Board approved continuing education per biennium for license renewal. ~~Effective January 1, 2011, e~~Of the ten (10) hours required, one (1) per renewal period must be acquired in Georgia laws, rules and professionalism. Georgia licensees who do not practice in the State of Georgia are not required to meet the one (1) hour requirement in Georgia laws, rules and professionalism.
2. At the time of license renewal, each veterinary technician shall certify to the Georgia State Board of Veterinary Medicine that he/she has completed the continuing education required for license renewal.
3. A veterinary technician licensed during the first year of a biennium must obtain five (5) hours of continuing education and is not required to meet the one (1) hour requirement in Georgia laws, rules and professionalism. A veterinary technician licensed during the second year of a biennium is exempt from obtaining continuing education for that renewal period. After this time period, the entire ten (10) hours is required for each renewal.
4. In the event that a veterinary technician fails to verify or submit documentation of continuing education credits at the same time of renewal of his/her license, the Board will not process his/her renewal until continuing education requirements have been met and proof of such has been received and approved by the Board. If documentation of continuing education is requested and not received by the Board prior to the expiration date, the license will expire.
5. A veterinary technician may not carry over continuing education credits from one biennium license renewal period to the next.
6. Each veterinary technician must maintain a record of credit hours earned and proof of attendance of such hours for a period of three years from the date of the preceding renewal period and must provide the Board with said documentation upon request.
7. Veterinary technicians who attend programs where more than one course is taught must maintain proof of the courses attended and the number of hours awarded for each course.

(b) Approved Continuing Education Programs and Hours:

1. Blanket approval is awarded to any National, State and International veterinary association meetings, United States Department of Agriculture and Georgia Department of Agriculture sponsored meeting, Board Certified Specialties programs recognized by the American Veterinary Medical Association, all AVMA accredited veterinary college or school sponsored classes and programs, all AAVSB RACE approved programs, any GVMA constituent organization programs, AAHA programs, programs sponsored by the United State or Southern Animal Health Association and any course approved by another state board. Blanket approval does not apply to any continuing education programs on Georgia laws, rules and professionalism.
2. Prior approval must be granted for any courses not offered by a blanket approved organization. Such requests shall include the following:
  - (i) a detailed course outline or syllabus;
  - (ii) a current curriculum must be provided for each speaker or lecturer;

- (iii) the procedure to be used for recording attendance;
- (iv) the number of continuing education hours for which the course sponsor requests approval.

3. Credit hours may be earned as follows:

- (i) One (1) hour may be given for each 50 minutes of contact time. Seminars are composed of lectures or labs; welcoming remarks, business sessions, unstructured demonstrations or degree programs are not considered seminars.
- (ii) Not more than ~~six~~ four (64) hours can be for veterinary ~~audio review or~~ journal studies where follow-up testing is required. Five (5) hours of interactive computer generated courses will be allowed where follow-up testing is required.
- ~~(iii) Of the ten (10) hours, one (1) must be on Georgia laws and rules and professionalism. Georgia licensed veterinary technicians who do not practice in Georgia are exempt from the Georgia laws and rules and professionalism subject requirement; however the total ten (10) hours is required. Not more than three (3) hours for hospital management.~~
- (iv) Not more than three (3) hours for hospital management. A maximum of three (3) hours for veterinary technicians can be acquired through in house training at the licensees' place of employment.
- (v) A maximum of five (5) hours can be acquired through in house training for veterinary technicians at AVMA accredited institutions.

(c) Continuing Education Audit:

1. During the renewal period, the Board staff will randomly select up to 25% of its licensees to audit for continuing education compliance. If selected for continuing education audit, each licensee must submit continuing education records to meet the renewal requirements for that license renewal period.

(d) Provider and Sponsor Criteria: All providers and sponsors must provide the following information to the Board if they have not been awarded blanket approval:

1. Each sponsor or provider shall have an administrator whose responsibility is to maintain the criteria for quality in programming.
2. Providers shall use qualified personnel to develop and present the programs, which shall utilize appropriate instructional materials and resources.
3. Providers shall provide to the Board adequate advanced promotional information, material about target audiences, program content, faculty credentials and fees.
4. Providers shall provide a means of registration of the participants at each program and maintain a record of attendance for a period of three years from the date of the program.
5. Providers shall develop policies and procedures for the management of grievances.
6. Providers shall provide each participant with adequate documentation of his/her successful completion of the program.

The documentation shall include:

- (i) Name and license number of participant;
- (ii) Name of provider;
- (iii) Name and title of program;
- (iv) Hours/CEU's completed;
- (v) Date of completion; and
- (vi) Authorizing signature.

7. All continuing education providers seeking approval of the continuing education program by the Georgia State Board of Veterinary shall submit a Program Approval Form for each program presented. These forms should be submitted 60 days in advance.

**Cite as Ga. Comp. R. & Regs. R. 700-7-.04**

**Authority:** O.C.G.A. Secs. [43-1-25](#), [43-50-2](#), [43-50-21](#), [43-50-40](#), [43-50-52](#).

**History.** Original Rule entitled "Veterinary Technician Continuing Education" adopted. F. Sept. 2, 2008; eff. Sept. 22, 2008.

**Repealed:** New Rule of the same title adopted. F. Aug. 12, 2010; eff. Sept. 1, 2010.

**Repealed:** New Rule of the same title adopted. F. Jun. 19, 2012; eff. Jul. 9, 2012.

**Amended:** F. Nov. 5, 2014; eff. Nov. 25, 2014.

Dr. Corry motioned, Dr. Sundstrom seconded, and the Board voted unanimously in favor of the motion that the formulation and adoption of Proposed Amendment to 700-7-.04 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.

Dr. Corry motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion that it is legal or feasible to meet the objectives of O.C.G.A. §§ 43-1-25, 43-24A-19(2), and 43-24A-3(4) 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 Veterinary Medicine.

#### 4) **Board Policies regarding Continuing Education**

Dr. Bohn recommended no changes to the current policies regarding CE.

**Dr. Corry made a motion, Dr. Sundstrom seconded, and the Board voted to enter into Executive Session in accordance with O.C.G.A. §43-1-19(h)(2) and 43-1-2(k) to deliberate on enforcement matters and to receive information on investigative reports and the Assistant Attorney General's report. Voting in favor of the motion were those present who included Dr. Malphus, Dr. Bohn, Dr. Corry, Dr. Davis, and Dr. Sundstrom.**

**At the conclusion of Executive Session on Wednesday, December 16, 2015, Dr. Bohn 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 taken during executive session.**

### OPEN SESSION

#### Executive Session Board Minutes

##### **October 21, 2015 Board Meeting Executive Minutes**

Dr. Bohn motioned, Dr. Corry seconded and the Board voted unanimously in favor of the motion to approve the October 21, 2015 Board Meeting Executive Minutes as presented.

##### **December 15, 2015 Investigative Committee Executive Minutes**

Dr. Bohn motioned, Dr. Corry seconded and the Board voted unanimously in favor of the motion to approve the December 15, 2015 Investigative Committee Executive Minutes as presented.

#### Attorney General's Report – K. Daughdril

Dr. Sundstrom motioned, Dr. Corry seconded and the Board voted unanimously in favor of the motion to accept the Attorney General's report as presented.

- 1) H.W. Issue order for physical evaluation requiring results to be received prior to the next scheduled board meeting.
- 2) B.P. Send an offer for an inactive status and notice of hearing.

#### Executive Discussion – Sample Board Order

Dr. Sundstrom motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion to direct Staff to contact EBAS for a letter of agreement for use of the examination.

#### Legal Memo – Request for Reconsideration

Dr. Corry motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion to accept the following recommendations made in Executive Session:

- 1) C.C. Uphold the previous motion.

### **Investigative Committee Report – E. Davis and B. Malphus**

Dr. Bohn motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion to accept the following recommendations made in Executive Session:

- VET140061 Amend the recommendation to include an examination and pictures of the O2 capacity at the clinic and every trachea tube and size available.
- VET16001 Amend the recommendation to include opening a companion case against P.L. for aiding and abetting unlicensed practice. Refer the case to investigations to visit the location to obtain additional evidence as indicated.
- VET150057/VET160012 Amend the recommendations in these cases to refer to the Attorney General's office for a Private Consent Order to include a fine of \$1000 for violations of Board Rules 700-8-.01(c)(2)(x) and 700-12-.07(1)(9) to include two (2) additional hours of pharmacy CE and require the licensee to provide the final disposition of the pending civil case within 10 days of adjudication and give notice that the Board reserves the right to impose additional sanctions based upon the outcome of the case.
- VET160018 Amend the recommendation to refer the complainant to the Georgia Department of Agriculture.
- VET160042 Dr. Davis motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion to close the case with a letter of concern for handling a respiratory compromised cat and proper client communication and documentation. Dr. Malphus abstained from voting.

### **Applications for Board Review**

Dr. Corry motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion to accept the following recommendations made in Executive Session:

- 1) J.C. Issue the license.
- 2) K.M.I. Issue the license.
- 3) R.S.V. Issue the license.
- 4) J.A.C. Request additional information regarding employment duties.
- 5) V.R.V. Issue the license with letter of concern regarding proper completion of the application.
- 6) K.H.L. Issue the license.
- 7) T.E.S. Request additional information regarding employment duties, if no unlicensed practice identified, issue the license.
- 8) M.J.U. Issue the license.

### **Miscellaneous Discussions**

- VET160063 Dr. Sundstrom motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion to rescind the previous motion and request proof of continuing education for the 2012-2014 biennium. If unable to produce CE as required, refer to Legal Services for a Private Consent Agreement for Reinstatement of Licensure with a fine of \$100 for failing to complete CE as required and answering “yes” to having met the continuing education requirements on the renewal application. If no violation is found, issue the license.

### **February 2016 Meeting Dates**

Dr. Corry motioned, Dr. Bohn seconded and the Board voted unanimously in favor of the motion to change the Investigative Committee and Board Meeting dates from February 16th and 17th to February 9th and 10th.

**Adjournment** No further business was discussed and the meeting adjournment at 1:56 p.m.

**Minutes recorded by:** Tamara Elliott, Board Support Specialist  
**Minutes reviewed and edited by:** Kathy Osier, Licensing Supervisor & Adrienne Price, Executive Director  
**Minutes approved on:** February 10, 2016

**BECKEY MALPHUS, DVM**  
**BOARD PRESIDENT**

**ADRIENNE PRICE**  
**EXECUTIVE DIRECTOR**