

**GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
MINUTES OF BOARD MEETING
March 21, 2008**

A meeting of the Georgia State Board of Occupational Therapy was held Friday, March 21, 2008 at the Professional Licensing Board's division offices located at 237 Coliseum Drive, Macon, Georgia 31217-3858 with the following members present:

Members Present:

Kendyl R. Brock, OTR/L, CHT, President
Kathleen H. Conyers, OTR/L, Vice President
Mary Louise Austin, Consumer Member
Donna J. Domyslawski, OTR/L

Absent:

Karen L. Cadaret, COTA/L

Others Present:

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

Attorney General's Office

Wylencia Monroe, Assistant Attorney General

Board Liaison

Amber Van Atta, Georgia Occupational Therapy Association Liaison

Office of Inspector General

Shawn LaGrua, Inspector General

Guest Attendees' via Conference Call

Debi Hinerfield, Georgia Occupational Therapy Association
Mike Clanton, President-elect - Athletic Trainers Association

Ms. Brock established a quorum of the Board was present and called the Board meeting to order at 10:00 a.m.

Agenda:

Ms. Domyslawski moved, Ms. Conyers seconded, and the Board voted to accept the agenda with late items added.

Announcements:

Ms. Karen Cadaret will not be able to attend today's scheduled Board meeting.

Annual NBCOT conference will be held on October 24th & 25th in Phoenix, AZ. Ms. Conyers and Ms. Domyslawski both stated they would consider attending the conference this year.

Ms. Shawn LaGrua, Inspector General, introduced herself to the Board. Ms. LaGrua detailed to the Board the new processing requirements she has put in place for the Investigations Division and the Board's administrative staff. The Board expressed their concerns regarding the time frame for investigations of cases. Ms. LaGrua explained that this is one of the reasons for the implemented changes.

Minutes:

Ms. Domyslawski moved, Ms. Conyers seconded and the Board voted to approve the minutes from the January 18, 2008 scheduled Board meeting, as well as, the February 14th and 20th Conference Call. None opposed, motion carried.

Correspondence:

No correspondence presented

Liaison Report: Ms. Amber Van Atta

Georgia Occupational Therapy Association expressed concerns regarding the AT Board proposed statute amendment.

Discussion: Athletic Trainers Board proposed statute amendment:

The Georgia State Board of Athletic Trainers has proposed legislation to change the language of O.C.G.A. § 43-5-1 relating to definitions relevant to athletic trainers. The Board had requested conference calls to the G.O.T.A. President and the President-Elect of the Athletic Trainers Association to discuss their respective pros and cons of the proposed legislation.

Following the conference call discussions with Ms. Debi Hinerfield, GOTA and Mike Clanton, President-elect AT Association, the Board requested the administrative staff prepare correspondence of the Board's opposition to the proposed language change to the AT Practice Act.

Executive Director's Report:

1. Brown Mackie College administration was contacted per Board request; they are aware that no students are to be enrolled and no one can sit for the national exam until the school program is accredited. In addition, the program is aware that only licensed instructors are to be hired to teach certain courses;
2. Board Appointments: No new updates to report.

Public Hearing: Proposed Rule Amendments: 671-2-.05, 671-3-.08 and 671-3-.09

Ms. Brock established that a quorum was present, and called the Public Hearing to order at 10:45 A.M. As there were no comments submitted and no members of the public attended the hearing, the public hearing was adjourned at 10:55 A.M.

Ms. Domyslawski moved, Ms. Austin 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.

Ms. Domyslawski moved, Ms. Austin seconded and the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. § 43-28-7 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.

Rule 671-2-.05 – In Association With Defined:

SYNOPSIS OF PROPOSED REPEAL OF THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES RULE 671-2-.05 IN ASSOCIATION WITH DEFINED

PURPOSE: The purpose of the proposed rule repeal request is to remove a Board rule that is not related to any applicable board rule or state law of this Board.

MAIN FEATURES: The main feature of the proposed rule repeal request is to remove the rule via the repeal process as the purpose of the rule is not clear as it does not relate to, explain or clarify any law applicable to Board or any rule of the Board.

DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES, RULE 671-2-.05 IN ASSOCIATION WITH DEFINED.

NOTE: Underlined text is proposed to be added; lined through text is proposed to be deleted.
Rule 671-2-.05 In Association With Defined is hereby revised as follows:

~~671-2-.05 In Association With Defined.~~

~~In association with shall mean a formal working relationship in which there is regular consultation.~~

AUTHORITY: O.C.G.A § 43-28-7

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

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 add language to clarify the current rule regarding continuing education requirements for individuals initially licensed, for the first time, in the state of Georgia, in the second year of the biennium renewal period.

MAIN FEATURES: The main feature of the proposed rule amendment is the addition of language regarding the exemption from having to obtain the continuing education hours as applicable only to initial licensure as an Occupational Therapist or Occupational Therapy Assistant to practice occupational therapy in Georgia as found in the current Board rule 671-3-.08(4).

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 twenty-four (24) contact clock hours of continuing education related to occupational therapy practice is required for renewal except as otherwise provided in this chapter. At least sixteen (16) hours must be related to direct "hands on" patient care (dpc). Up to eight (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 licensee 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

Board Rule 671-3-.09: Restored License

SYNOPSIS OF PROPOSED AMENDMENT TO THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES RULE 671-3-.09 RESTORED LICENSE.

PURPOSE: The purpose of the proposed rule amendment is to update the current rule with regard to the time frame for obtaining the required continuing education hours with regard to restoration of an expired license.

MAIN FEATURES: The main feature of the proposed rule amendment is to add wording that the continuing education hours required by the Board must be obtained within the five (5) years following the expiration date of the license.

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

NOTE: Underlined text is proposed to be added; lined through text is proposed to be deleted.
Rule 671-3-.09 Restored License is hereby revised as follows:

671-3-.09 Restored License. Amended.

- (1) Restoration of an expired license is within the discretion of the Board.
- (2) A license may be restored within five (5) years of expiration date by submission of restoration application, proof of completion of required continuing education hours obtained within the five (5) year period prior to the date of the application, as specified in paragraph (4) below, and payment of appropriate fees. See fee schedule.
- (3) A license which has been expired for a period greater than five (5) years may be Restored, at the discretion of the Board, by submission of the following:
 - (a) A new application with appropriate fee;
 - (b) Documentation of required continuing education hours as specified in paragraph (4) completed within one year prior to date of application; and
 - (c) One of the following:
 1. Verification of current license in another state; or
 2. Three (3) reference statements (two must be occupational therapists) from persons who can confirm current competency of applicant; or

3. Verification of completion of eight (8) weeks of supervised clinical experience in a professional intern position or student role in a facility which meets the requirements of an accredited or approved occupational therapy or occupational therapy assistant curriculum.

(4) Continuing education requirements for restoration of a license:

(a) Twenty-four contact clock hours of continuing education related to occupational therapy practice is required for restoration of a license. Sixteen hours must be related to direct "hands on" patient care (dpc). Up to 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.

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

(c) 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.

(d) Prior approval of courses for continuing education is not required.

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

Ms. Domyslawski moved, Ms. Austin seconded and the Board voted to adopt the above rule amendments as posted. None opposed, Motion carried

Ms. Domyslawski moved, 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) and O.C.G.A. §50-14-2(1) to deliberate on Applications, and to receive the Cognizant and Assistant Attorney General Reports. Voting in favor of the motion were those present who included Board Members Brock, Domyslawski, Conyers, and Austin. The Board concluded Executive Session in order to vote on these matters and to continue with the public session.

Probation Report:

No probation report presented

Attorney General's Report: Wylencia Monroe, AAG

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

Applications:

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

S.P.G.	Pending
Heath, Rachel D.	Approved
Patterson, Dewey C.	Approved
Russell, Jennifer D.	Approved
Bryant, Deborah	Approved

Ms. Austin moved and Ms. Domyslawski seconded and the Board voted to take the following action on Licensure by Restoration:

M.R.H.	Approved Pending
J.A.H.	Denied

Ms. Domyslawski moved and Ms. Austin seconded and the Board voted to take the following actions on Certifications of Physical Agent Modalities:

Occupational Therapists

Abad, Carla Gay	Approved
Bernard, David M.	Approved
Bowdre, Yoland P.	Approved
R.M.C.	Pending
Cochrane, Kelli S.	Approved
J.R.M.	Pending
Mehra, Aparna	Approved
Michel, Berline	Approved
Miller, Paula M.	Approved
J.O.O.	Pending
Richardson, Kristina L.	Approved
Scott, Natalie S.	Approved
M.S.S.	Pending
Smith, Maresa E.	Approved
Starr, Amy M.	Approved

Ms. Domyslawski moved and Ms. Austin seconded and the Board voted to take the following actions on Certifications of Physical Agent Modalities:

Occupational Therapy Assistants

S.D.B.	Pending
L.A.H.	Pending
Quick, Miranda L.	Approved
Watson, Patricia	Approved
Williams, Ashley M.	Approved
N.H.W.	Pending

Approved Licensees

Ms. Austin 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
OTA001072	Erler, Joseph Franklin	Occupational Therapy Assistant	1/22/2008
OTA001073	Anderson, Anita Louise	Occupational Therapy Assistant	1/24/2008
OTA001074	Mock, Jamarie Moneke	Occupational Therapy Assistant	1/28/2008
OTA001075	Reed, Amy L	Occupational Therapy Assistant	1/29/2008
OTA001076	Hartman, Janel	Occupational Therapy Assistant	2/13/2008
OTA001077	Shreve, Mary Sherella	Occupational Therapy Assistant	2/18/2008
OTA001078	Anderson, Quatrissia	Occupational Therapy Assistant	2/20/2008
OTA001079	Johnson, Wilhemenia Carter	Occupational Therapy Assistant	3/3/2008

OTA001080	Kaun, Katelyn Loraine	Occupational Therapy Assistant	3/17/2008
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Ms. Austin 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
OT004690	Burke, Maureen A	Occupational Therapist	1/18/2008
OT004691	Harpe, Sara Jane	Occupational Therapist	1/18/2008
OT004692	LaCount, Keitoria Raychelle	Occupational Therapist	1/18/2008
OT004693	Placer, Xyndi Therese De La Cruz	Occupational Therapist	1/18/2008
OT004694	Robbie, Brantley Breanne	Occupational Therapist	1/18/2008
OT004695	Gilliam, Kathleen Wren	Occupational Therapist	1/18/2008
OT004696	Middleton, Erica Grace	Occupational Therapist	1/22/2008
OT004697	Johnston, Courtney Rebekah	Occupational Therapist	1/24/2008
OT004698	Mullane, Alexis Ann	Occupational Therapist	1/29/2008
OT004699	Albrecht, Julie Marie	Occupational Therapist	1/29/2008
OT004700	Grose, Candace Martha	Occupational Therapist	1/29/2008
OT004701	Manz, Christina Kelly	Occupational Therapist	1/31/2008
OT004702	Cleveland, Shondra Nicole	Occupational Therapist	2/1/2008
OT004703	Cusi, Mary Catherine Lindogan	Occupational Therapist	2/8/2008
OT004704	Drisko, Janelle Rae	Occupational Therapist	2/15/2008
OT004705	Poirier, Bernadette Ann	Occupational Therapist	2/18/2008
OT004706	McCarty, Briana L	Occupational Therapist	2/18/2008
OT004707	Botero, Jessica Lynn	Occupational Therapist	2/18/2008
OT004708	LoBianco, Nicole Kathleen	Occupational Therapist	2/18/2008
OT004709	Adler, Erica K	Occupational Therapist	2/20/2008
OT004710	Inamdar, Anagha	Occupational Therapist	3/3/2008
OT004711	Ludwig, Erin M	Occupational Therapist	3/3/2008
OT004712	Protos, Kirsten Marie	Occupational Therapist	3/3/2008
OT004713	Harper, Jonathan Stephen	Occupational Therapist	3/4/2008
OT004714	Garrett, Normanie McKenzie	Occupational Therapist	3/10/2008
OT004715	Lyttle, Tina Odene	Occupational Therapist	3/11/2008
OT004716	Garillos, Llewelyn Rose Dacalos	Occupational Therapist	3/13/2008
OT004717	Huerbin, Julie Patricia	Occupational Therapist	3/20/2008
OT004718	Clark, Lucrethia Spenceria	Occupational Therapist	3/20/2008

Ms. Austin 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 Therapist/Occupational Therapy Assistants

License No.	Licensee Name	Profession	Issue Date
OT000928	Hayes, Kimberly	Occupational Therapist	1/23/2008
OT003544	Dowdy, Michelle Lynn	Occupational Therapist	2/20/2008
OT003556	Wright, Jada Alene	Occupational Therapist	3/20/2008
OT003902	Smith, Scotty Corte'z	Occupational Therapist	2/14/2008
OTA000200	White, Virginia M	Occupational Therapy Assistant	1/14/2008

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

Occupational Therapist/Occupational Therapy Assistants

Licensee Name	Issue Date
Protos, Kirsten	1/18/2008
Williams, Lakeisha	1/22/2008
Walthour, Joshua	1/28/2008
Brown, LoRunda	1/29/2008
Fisher, Angela	2/21/2008
Baynard, Anita	3/4/2008
Hill, Amanda	3/13/2008
Harris, Yanda	3/20/2008

Cognizant Member's Report:

No Cognizant Report presented.

The Executive Director presented the Board with an update on all open complaint cases to date:

OT070003, 070010, 070013, 080003, 080005 and 080006 - remain open in Investigations.

Enforcement Report:

Complaint OT060015- Recommend closure of complaint case.

**Ms. Austin moved, Ms. Conyers seconded, and the Board voted to close the complaint case.
None opposed, motion carried.**

Additional Business:

Board discussed holding the Occupational Therapy Annual Public Meeting on November 14, 2008 at the Georgia Archives Building in Morrow, GA.

With no additional business to be discussed, Ms. Austin moved, Ms. Conyers seconded, and the Board adjourned the meeting at 3:16 p.m.

Minutes recorded by:

Amanda M. Allen, Board Secretary

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

Kendyl Brock, President

Brig Zimmerman, Executive Director

These minutes were signed and approved on _____.