

GEORGIA STATE BOARD OF VETERINARY MEDICINE
Board Meeting Minutes
Professional Licensing Boards
237 Coliseum Drive, Macon, GA
October 19, 2016 - 9:30 A.M.

The Georgia State Board of Veterinary Medicine met on Wednesday, October 19, 2016. The following members were present:

Board Members Present

Dr. Henry Bohn, Chairperson
Dr. John Sundstrom, Vice Chair
Dr. Larry Corry, Board Member
Dr. Edsel Davis, Board Member
Dr. Becky Malphus, Board Member
Mr. Nic Haynes, Consumer Member

Staff Present

Ms. Adrienne Price, Executive Director
Ms. Michelle Foster, Board Support Specialist
Ms. Kathy Osier, Licensing Supervisor

Attorney General's Office

Betsy Cohen, Assistant Attorney General

Board Members Absent

No Board members were absent.

Visitors Present

Scott Piper, Georgia Veterinary Medical Association (GVMA)
Julia Partin, DVM
Mike Giles, President of the Georgia Poultry Federation
Mitzi Scheppsi, DVM
Evelyn Orenbuch, DVM
Marie Lance, DVM
Dawson Bozia
Amy Baden, DVM

Call to Order: Dr. Bohn established a quorum of the Board was present and called the meeting to order at 9:34 a.m.

OPEN SESSION

Agenda The Board accepted the agenda as presented.

Open Session Board Minutes

1. August 17, 2016 Board Meeting Minutes

Dr. Davis motioned, Dr. Malphus seconded and the Board voted unanimously in favor of the motion to accept the August 17, 2016 Board meeting minutes as presented.

2. October 12, 2016 Teleconference Minutes

Dr. Sundstrom motioned, Dr. Malphus seconded and the Board voted unanimously in favor of the motion to accept the October 12, 2016 teleconference minutes as presented.

3. October 18, 2016 Investigative Committee Minutes

Dr. Sundstrom motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion to accept the October 18, 2016 investigative committee minutes as presented.

Licenses to Ratify - August 10, 2016 – October 12, 2016

Dr. Malphus motioned, Dr. Corry seconded and the Board voted unanimously in favor of the motion to ratify the licenses by application and by reinstatement that were issued, in accordance with Board Rules and Policies, between board meetings.

Correspondence - Rebecca Stinson-Dixon Questions About Fees and CE

Dr. Malphus motioned, Dr. Davis seconded and the Board voted unanimously in favor of the motion to send writer a response letter indicating that the reinstatement fee is based upon multiple factors to include a comparison of average renewal fees in other states, the fact that licensees do not pay a processing fee to enter into an inactive status nor do licensees pay a renewal fee to maintain the license in an inactive status. The Board further states that it is counterintuitive for recent college graduates to obtain Continuing Education courses when they have just recently

finished intense educational training and such a requirement would be financially burdensome to new graduates who have yet to become gainfully employed in the profession.

Discussion - AAVSB 2016 Nominating Committee Report

The Board reviewed the report as provided then Board delegate to the annual meeting, Dr. Sundstrom, informed the Board that he thought the meeting was very interesting and that he got to meet a lot of different people from areas throughout the United States. He shared that he was surprised to learn that there are three different states that do not have a public board member as part of their board. He informed the Board that one state has a renewal fee of \$600 and the board's current renewal fee is currently in-line with many of the other participating states. He shared that the 2017 annual meeting will be held in San Antonio and he looks forward to perhaps going next year. The Board accepted the correspondence in reference to the AAVSB 2016 Nominating Committee as information.

Discussion - National Board of Veterinary Medical Examiners

1. Governance Working Group - Press Release

2. The Board accepted the correspondence in reference to Governance Working Group – Press Release as information.

3. NBVME - National Board Report – August 2016

The Board accepted the correspondence in reference to the National Board of Veterinary Medical Examiners Report as information.

10:00 a.m. Public Board Rule Hearings

1. BR 700-7-.02 - Reinstatement of Expired Licenses

SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA STATE BOARD OF VETERINARY MEDICINE RULE FOR CHAPTER 700-7, RENEWAL OF LICENSE, RULE 700-7-.02, REINSTATEMENT OF EXPIRED LICENSES.

Purpose: The purpose of this rule amendment is to further clarify the requirements for an applicant seeking reinstatement of expired license

Main Features: The rule amendment clarifies the total number of continuing education hours needed when an applicant applies to reinstate an expired license. Additional language was inserted to clarify that an applicant for reinstatement, who has ever been licensed in another State(s), must furnish verification of licensure. Applicant shall inform the Board whether or not they have ever had any license issued revoked, suspended or otherwise sanctioned or has been denied issuance of or, pursuant to disciplinary proceedings, refused renewal of a license by any board or agency in Georgia or any other state and whether or not they have been convicted of a misdemeanor or felony (other than minor traffic violations), or entered a plea of guilty, nolo contendere, or under "First Offender Act."

DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA STATE BOARD OF VETERINARY MEDICINE RULE FOR CHAPTER 700-7, RENEWAL OF LICENSE, RULE 700-7-.02, REINSTATEMENT OF EXPIRED LICENSES.

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

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 31st 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 [an application for reinstatement, including a detailed resume of such licensee's work experience since the date said license was renewed and in good standing. Applicants for reinstatement must submit proof of having completed continuing education within the two years prior to seeking reinstatement as follows: Veterinarians must submit proof of having completed a minimum of thirty \(30\) hours of continuing education and veterinarian technicians must submit a minimum of ten \(10\) hours. If the individual](#) [An applicant for reinstatement who](#) has been practicing outside of [the State of Georgia,](#) ~~he/she~~ must furnish a

~~statement verification of licensure from all recognized licensing jurisdictions regarding the state of licensure in such locale~~ where the applicant is or has been licensed to practice veterinary medicine or veterinary technology.

(4) ~~In the application, A~~ an individual applicant seeking reinstatement ~~as a veterinarian or veterinary technician may~~ shall be required to answer, under oath, whether the applicant has had any ~~furnish additional information to show that he/she has kept abreast of veterinary medical or veterinary technology practice and that he/she neither had his/her~~ veterinarian/veterinary technician license issued to the applicant ~~revoked, suspended or otherwise sanctioned by any board or agency in Georgia in or any another state; nor has he/she been charged with or convicted of a crime and whether the applicant was denied issuance of or, pursuant to disciplinary proceedings, refused renewal of a license by any board or agency in Georgia or any other state.~~ The applicant shall provide the name of the board or agency which revoked suspended, denied, refused renewal of, or otherwise sanctioned the license.

(5) An applicant seeking reinstatement of a veterinarian or veterinary license shall be required to answer, under oath, whether the applicant has been convicted of a misdemeanor or felony (other than minor traffic violations), or entered a plea of guilty, nolo contendere, or under "First Offender Act."

~~(56)~~ Upon evaluation of ~~such~~ Applicant's application and other information, the Board may reinstate said license, or at its discretion may condition reinstatement of said license upon conditions acceptable to the Board.

Authority: O.C.G.A. Secs, 43-1-19(1), 43-1-19(2), 43-50-21, 43-50-40, 43-50-41(a)(1) and 43-50-41(a)(2).

Written Comments Received:

No written comments received.

Public Comments Received:

No public comments were received.

Dr. Sundstrom motioned, Dr. Malphus seconded and the Board voted unanimously in favor of the motion to adopt the proposed amendment to Board Rule 700-7-.02 as presented.

Dr. Davis motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee, business or corporation and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

2. BR 700-7-.03 - Continuing Veterinary Education

SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA STATE BOARD OF VETERINARY MEDICINE RULE FOR CHAPTER 700-7, RENEWAL OF LICENSE, RULE 700-7-.03, CONTINUING VETERINARY EDUCATION.

Purpose: The purpose of this rule amendment is to further define the requirements of continuing veterinary education to include American Association of Veterinary State Boards (AAVSB) revised Registry of Approved Continuing Education (RACE) Standards

Main Features: The amendments further clarify the general requirements of continuing veterinary education and how credit hours may be earned. Additional language was inserted to clarify and define subject matter which will become effective January 1, 2017.

DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA STATE BOARD OF VETERINARY MEDICINE RULE FOR CHAPTER 700-7, RENEWAL OF LICENSE, RULE 700-7-.03, CONTINUING VETERINARY EDUCATION.

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

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. In addition to the LEAP requirements, the remaining Ccredit 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.

(v) A maximum of six (6) hours for veterinarians can be acquired through in house training at the licensees' place of employment.

(vi) 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.

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

Written Comments Received:

Please see attached listing.

Public Comments Received:

Julia Partin

Scott Piper

Mitzi Scheppi

Evelyn Orenbuch

Marie Lance

Amy Baden

Dr. Malphus motioned, Dr. Davis seconded and the Board voted unanimously in favor of the motion to adopt the proposed amendments to Board Rules 700-7-02 and 700-7-.03 as presented.

Dr. Malphus motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee, business, or corporation and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

3. BR 700-7-.04 - Veterinary Technician Continuing Education

SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA STATE BOARD OF VETERINARY MEDICINE RULE FOR CHAPTER 700-7, RENEWAL OF LICENSE, RULE 700-7-.04, VETERINARY TECHNICIAN CONTINUING EDUCATION.

Purpose: The purpose of this rule amendment is to further define the requirements of veterinary technician continuing education to include American Association of Veterinary State Boards (AAVSB) revised Registry of Approved Continuing Education (RACE) Standards.

Main Features: The amendments further clarify the general requirements of veterinary technician continuing education and how credit hours may be earned.

DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA STATE BOARD OF VETERINARY MEDICINE RULE FOR CHAPTER 700-7, RENEWAL OF LICENSE, RULE 700-7-.04, VETERINARY TECHNICIAN CONTINUING EDUCATION.

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

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, o~~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. In addition to the LEAP hour requirement for resident veterinary technicians, ~~the remaining~~ 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 ~~sixfour (64)~~ hours can be ~~obtained from for~~ veterinary ~~audio review or~~ journal studies ~~where follow-up testing is required. Five (5) hours of or~~ 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.

(iv) 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.

Authority: O.C.G.A. Secs. 43-1-25, 43-50-2, 43-50-21, 43-50-40, 43-50-52

Written Comments Received

No written comments received.

Public Comments Received

No public comments received.

Dr. Davis motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion to adopt the proposed amendment to Board Rule 700-7-.04 as presented.

Dr. Malphus motioned, Dr. Davis seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee, business, or corporation and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

The public hearing was adjourned at 11:02 a.m.

Discussion – Proposed Amendments to Board Rules

1. BR 700-7-.03 Continuing Veterinary Education

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, a minimum of eighteen (18) of 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 [continuing education course which DOES NOT cover Georgia law, rules and professionalism \(LEAP\) if the course is offered by a](#) National, State and International veterinary association meetings, [the](#) 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. [All continuing education courses on Georgia laws, rules and professionalism \(LEAP\) or any continuing education course which is](#) ~~Prior approval must be granted for any courses~~ not offered by a blanket approved organization [must be awarded Board approval.](#)

[3. Providers may be awarded Board approval for a continuing education course by submitting](#) ~~Such requests shall include~~ the following [for consideration by the Board:](#)

(i) [a continuing education application form;](#)

[\(ii\)](#) a detailed course outline or syllabus;

[\(iii\)](#) a current curriculum must be provided for each speaker or lecturer;

~~(iii)~~ [\(iv\)](#) the procedure to be used for recording attendance; [and,](#)

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

3. [In addition to the LEAP requirements, the remaining](#) ~~C~~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)~~ [\(viii\)](#) A maximum of twelve (12) hours will be allowed per calendar day.

~~(viii)~~ [\(viii\)](#) A maximum of six (6) hours for veterinarians can be acquired through in house training at the licensees' place of employment.

~~(viii)~~ [\(viii\)](#) 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.

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.

Dr. Davis motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion to refer Board Rule 700-7-.03, as presented to the Attorney General's Office for a memorandum of authority and if no objections noted, vote to post.

Dr. Davis motioned, Dr. Corry seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee, business, or corporation and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

2. BR 700-7-.04 Veterinary Technician Continuing Education

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, o~~ 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 [continuing education course which DOES NOT cover Georgia law, rules and professionalism \(LEAP\) if the course is offered by a](#) National, State and International veterinary association meetings, [the](#) 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. [All continuing education courses on Georgia laws, rules and professionalism \(LEAP\) or any continuing education course which is](#) ~~Prior approval must be granted for any courses~~ not offered by a blanket approved organization [must be awarded Board approval. Such requests shall include](#) [Providers may be awarded Board approval for a continuing education course by submitting](#) the following:
 - (i) [a continuing education application form;](#)
 - (ii) a detailed course outline or syllabus;
 - (iii) a current curriculum must be provided for each speaker or lecturer;
 - (~~iii~~iv) the procedure to be used for recording attendance;
 - (iv) the number of continuing education hours for which the course sponsor requests approval.

3. In addition to the LEAP hour requirement for resident veterinary technicians, the remaining 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 obtained from ~~for~~ veterinary ~~audio review or~~ journal studies ~~where follow up testing is required. Five (5) hours of or~~ 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) ~~(iii) 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. Malphus motioned, Dr. Davis seconded and the Board voted unanimously in favor of the motion to refer Board Rule 700-7-.04 as presented to the Attorney General's Office for a memorandum of authority and if no objections noted, vote to post.

Dr. Corry motioned, Dr. Davis seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee, business, or corporation and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

3. BR 700-8-.01 Unprofessional Conduct

Rule 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 who are experts 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 [licensed](#) 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 [licensed](#) veterinarian to initiate at least a general or preliminary diagnosis of the medical condition of the animal(s). This means that the [licensed](#) veterinarian is personally acquainted with the keeping and care of the animal(s) by virtue of:
 - (i) ~~an~~ examination of the animal(s) by the veterinarian within the last twelve (12) months, or
 - (ii) [by](#) medically appropriate and timely visits ~~by the veterinarian~~ to the premises where the [animal\(s\)](#) ~~patient~~ is kept; [or](#),

(iii) by medically appropriate and timely visits by the licensed veterinarian to premises within an operation or production system where the animal or groups of animals are kept. For the purposes of this rule, 'operation or production system' means a single premise or combination of premises where animals or groups of animals are kept and raised to produce food or breeding stock for food production.

3. In cases involving operations or production systems and laboratories with several animals the sufficient knowledge component of the VCPR can be met by:

(a) examination of health, laboratory or production records;

(b) consultations with owners, managers, directors, caretakers or other supervisory staff who oversee the health care management program; or,

(c) information regarding the local epidemiology of diseases for the appropriate species.

4. A veterinarian/client/patient relationship cannot be established solely by telephone, computer or other electronic means: and

45. 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. 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. After a valid veterinary/client/patient relationship has been established, a veterinarian must make available, upon request, at a reasonable cost, a written prescription.

Cite as Ga. Comp. R. & Regs. R. 700-8-.01

Authority: O.C.G.A. §§ 43-1-25, 43-50-21, 43-50-3, 43-1-19, 43-50-41.

History. Original Rule entitled "Unprofessional Conduct" adopted. F. Oct. 8, 1974; eff. Oct. 28, 1974.

Amended: F. Feb. 15, 1983; eff. Mar. 7, 1983.

Amended: F. July 9, 1984; eff. July 29, 1984.

Amended: F. Aug. 31, 1984; eff. Sept. 20, 1984.

Amended: F. Nov. 8, 1995; eff. Nov. 28, 1995.

Amended: F. Sept. 11, 1998; eff. Oct. 1, 1998.

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

Repealed: New Rule of same title adopted. F. Jan. 29, 2003; eff. Feb. 18, 2003.

Repealed: New Rule of same title adopted. F. Apr. 8, 2004; eff. Apr. 28, 2004.

Repealed: New Rule of same title adopted. F. Aug. 24, 2007; eff. Sept. 13, 2007.

Amended: F. Dec. 8, 2011; eff. Dec. 28, 2011.

Amended: F. Mar. 1, 2013; eff. Mar. 21, 2013.

Amended: F. Sep. 15, 2015; eff. Oct. 7, 2015.

Amended: F. Mar. 11, 2016; eff. Mar. 31, 2016.

Dr. Malphus motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion to refer Board Rule 700-8-.01 as presented to the Attorney General's Office for a memorandum of authority and if no objections noted, vote to post.

Dr. Sundstrom motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee, business, or corporation and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

With a quorum still present, Dr. Davis left the meeting at 12:35 p.m.

4. BR 700-12-.04 Record Keeping

Rule 700-12-.04 Record Keeping

(1) Complete, accurate and legible records must be maintained on all animals, or animal groups, including but not limited to, animal owner information, animal identification, and veterinary care (hereinafter referred to as "patient records").

(a) All patient records must be maintained for a minimum of 3 years (including diagnostic imaging and other patient data) by the veterinary facility where the patient received treatment. If treatment is not performed at a veterinary facility, a patient record must be maintained by the veterinarian who provided treatment of the patient.

(b) The requirements of subparagraph (a) shall not apply to a veterinarian who has retired or sold his or her professional practice if said veterinarian has notified the client of such retirement or sale and offered to provide the patient records or copies thereof to another veterinarian of the client's choice or furnished the client with an established mailing address to submit a request for obtaining patient records.

Cite as Ga. Comp. R. & Regs. r. 700-12-.04

Authority: O.C.G.A. Secs. 43-1-25, 43-50-21, 43-50-41.

History. Original Rule entitled "Record Keeping" adopted. F. Apr. 8, 2004; eff. Apr. 28, 2004.

Dr. Malphus motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion to refer Board Rule 700-12-.04 as presented to the Attorney General's Office for a memorandum of authority and if no objections noted, vote to post.

Dr. Sundstrom motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee, business, or corporation and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative.

Discussion – Georgia Veterinary Practice Act

1. Proposed Amendments

2. Veterinary Model Practice Act Definitions /Language

Dr. Sundstrom motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion to table the discussion regarding amendments to the Georgia Veterinary Practice Act for the next Board meeting.

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 active and inactive licensees and complaints/compliance matters. Ms. Price again presented the Board with the requirements for a Veterinary Technician's License in Alaska to show how it differs from Georgia's licensure requirements. The Board recently denied a petition and requested staff to identify the requirements for a Veterinary Technician's License in Alaska. Ms. Price also provided an update on the AAVSB's ability to add a column to the Veterinary Continuing Education Tracking (VCET) report in order to specifically identify Georgia approved LEAP CE or any other CE that had to be approved through the Board as she was requested. She reported that the question was referred by AAVSB to the staff who directly works with VCET and as a result, board staff is awaiting a response.

Dr. Sundstrom motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion to accept the Executive Director's report as presented.

Board Chair's Report – Dr. Henry Bohn, DVM

No report given.

Board Meeting and Investigative Committee Meeting Dates for 2017

Veterinary Medicine IC Meetings Dates 9:30 a.m.

Macon, GA Tuesday, February 14
Macon, GA Tuesday, April 18
Macon, GA Tuesday, June 20
Macon, GA Tuesday, August 15
Macon, GA Tuesday, October 17
Macon, GA Tuesday, December 12

Veterinary Medicine Meeting Dates 9:30 a.m.

Macon, GA Wednesday, February 15
Macon, GA Wednesday, April 19
Macon, GA Wednesday, June 21
Macon, GA Wednesday, August 16
Macon, GA Wednesday, October 18
Macon, GA Wednesday, December 13

Dr. Sundstrom motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion to accept the Board Meeting and Investigative Committee Meeting Dates for 2017 as presented.

Miscellaneous Discussions

1) Dr. Malphus asked if there was any way that the June 2017 Board Meeting could be held at the national conference scheduled in Destin, Florida and not at the Professional Licensing Boards. Ms. Price indicated that she would have to speak with the Division Director concerning the inquiry as it may be necessary for staff to remain onsite in the event members of the public in Georgia desire to attend the meeting.

Dr. Malphus motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion to have staff submit a request to the Division Director for the Board to hold a board meeting at the national conference in Destin, Florida between June 27th and July 2nd of 2017.

2) Mr. Piper made a request for blanket approval of LEAP Continuing Education courses.

Dr. Davis motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion not to establish blanket approval for LEAP Continuing Education and leave BR 700-7-.03 Continuing Veterinary Education, as presented.

Dr. Davis 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, Dr. Sundstrom, and Mr. Haynes.

At the conclusion of Executive Session on Wednesday, October 19, 2016, 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

1. August 17, 2016 Executive Session Board Meeting Minutes

Dr. Malphus motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion to approve the August 17, 2016 Board meeting executive minutes as presented.

2. October 12, 2016 Teleconference Executive Session Minutes

Dr. Malphus motioned, Mr. Haynes seconded and the Board voted unanimously in favor of the motion to approve the October 12, 2016 teleconference executive minutes as presented.

3. October 18, 2016 Investigative Committee Executive Session Minutes

Dr. Malphus motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion to approve the October 18, 2016, investigative committee executive minutes as presented.

Attorney General’s Report – B. Cohen

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.

Legal Services – Requests for Consideration

A.C. Dr. Corry motioned, Dr. Malphus seconded and the Board voted unanimously in favor of the motion to rescind the previous motion and issue the license.

K.R.R. Dr. Corry motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion to rescind the previous motion and issue the license.

Investigative Committee Report – E. Davis and B. Malphus

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:

- | | |
|------------------|--|
| VET160041 | Close the case with a Letter of Concern regarding day-to-day documentation of animals being boarded and the inclusion of a thorough entrance and exit examination at the conclusion of boarding. |
| VET150002 | Accept Continuing Education and close the case. |
| VET150053 | Accept plan for shadowing with a Cardiologist at the location requested and the respondent must cause the Cardiologist to submit proof of attendance for five hours and documentation which reflects that feline heart disease was specifically discussed during that timeframe. |
| VET160096 | Schedule Investigative Interview and request the respondent to provide the original treatment records. |
| VET160097 | Case to be tabled to allow further review by the AG office and the Full Board to determine if there is enough evidence to support a Cease and Desist Hearing. |
| VET160100 | Schedule an Investigative Interview. |
| VET160111 | Close the Case with a Letter of Concern regarding client communication. Instruct the respondent to use caution when communicating with clients regarding prognosis without having specific diagnosis evidence to support the prognosis. |

- VET170002** Close the case, no action.
- VET170003** Close the case, no action.
- VET170007** Close the case, no action.
- VET170010** Close the case, no action.
- VET170011** Close the case with a Letter of Concern for failure to immediately notify clients when a medical problem arises and encourage the respondent to offer a necropsy when a patient in the respondent's care passes away unexpectedly.
- VET170013** Close the case with a Letter of Concern regarding client communication. Instruct the respondent to make sure that client has an understanding of the patient's medications and any procedures to be offered and administered.
- VET170014** Close the case, no action.
- VET170017** Close the case with a Letter of Concern regarding documentation and cite BR 700-8-.01(c) 2. (i)-(xv) relevant to what should be included in a medical exam report.

Mr. Nic Haynes left at 1:58 p.m. A quorum of the Board remained present.

Applications for Board Review

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:

- M.G.A.** Notify the applicant to cause the employer to submit a statement clarifying the applicant's position to include detailed work experience to present to the cognizant for review. If there is no unlicensed practice, issue license.
- C.G.D.** Notify the applicant to cause the employer to submit a statement clarifying the applicant's position to include detailed work experience to present to the cognizant for review. If there is no unlicensed practice, issue license.
- C.E.E.** Notify the applicant to cause the employer to submit a statement clarifying the applicant's position to include detailed work experience to present to the cognizant for review. If there is no unlicensed practice, issue license.
- D.M.G.** Notify the applicant to cause the employer to submit a statement clarifying the applicant's position to include detailed work experience to present to the cognizant for review. If there is no unlicensed practice, issue license.
- Y.G.** Schedule applicant for an investigative interview and request applicant to bring a statement from the treating physician regarding the applicant's ability to practice with reasonable skill and safety.
- M.A.J.** Notify the applicant to cause the employer to submit a statement clarifying the applicant's position to include detailed work experience to present to the cognizant for review. If there is no unlicensed practice, issue license.
- B.J.J.** Notify the applicant to cause the employer to submit a statement clarifying the applicant's position to include detailed work experience to present to the cognizant for review. If there is no unlicensed practice, issue license.
- W.H.H.** Notify the applicant to cause the employer to submit a statement clarifying the applicant's position to include detailed work experience to present to the cognizant for review. If there is no unlicensed practice, issue license.
- A.E.K.** Notify the applicant to cause the employer to submit a statement clarifying the applicant's position to include detailed work experience to present to the cognizant for review. If there is no unlicensed practice, issue license.
- D.I.K.** In consideration of the application for reinstatement of licensure, the Board requests the applicant to submit the results of an outpatient mental and physical exam. Upon receipt of the results, schedule the applicant for an interview before the Board.
- L.M.L.** Notify the applicant to cause the employer to submit a statement clarifying the applicant's position to include detailed work experience to present to the cognizant for review. If there is no unlicensed practice, issue license.
- J.D.M.** Issue license with a letter of concern regarding criminal history.
- S.M.S.** Notify the applicant to cause the employer to submit a statement clarifying the applicant's position to include detailed work experience to present to the cognizant for review. If there is no unlicensed practice, issue license.

Miscellaneous Executive Discussions

Dr. Corry motioned, Dr. Sundstrom seconded and the Board voted unanimously in favor of the motion to direct staff to generate a separate application for reinstatements and for out of state applicants who apply by examination.

Adjournment No further business was discussed and the meeting adjourned at 2:58 p.m.

Minutes recorded by: Michelle Foster, Board Support Specialist
Minutes reviewed and edited by: Kathy Osier, Licensing Supervisor & Adrienne Price, Executive Director
Minutes approved on: December 14, 2016

HENRY BOHN, DVM
BOARD CHAIRPERSON

ADRIENNE PRICE
EXECUTIVE DIRECTOR