

Virginia Board of Medicine June 9, 2017 1:00 p.m.

# Advisory Board on Polysomnographic Technology

Board of Medicine June 9, 2017, 1:00 p.m. 9960 Mayland Drive, Suite 201 Richmond, Virginia

Call to Order – Anna Rodriguez, RPSGT, RST, CSE, Chair	
Emergency Egress Procedures - Alan Heaberlin	1
Roll Call-Denise Mason	
Approval of Minutes of October 7, 2016	1-3
Adoption of the Agenda	
New Business	
Discussion of Licensure Grace Period for Polysomnographic Technologists – Debbie Akers	4-12
Announcements:	
Next meeting date: October 6, 2017 @ 1:00 p.m.	

Adjournment

# PERIMETER CENTER CONFERENCE CENTER EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS (Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THESE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound.

When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

#### Board Room 1

Exit the room using one of the doors at the back of the room. (**Point**) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

#### Board Room 2

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door (**Point**), turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

#### Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. (**Point**) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

#### Training Room 1

Exit the room using one of the doors at the back of the room. (**Point**) Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

#### --- DRAFT UNAPPROVED---

# ADVISORY BOARD ON POLYSOMNOGRAPHIC TECHNOLOGY Minutes October 7, 2016

The Advisory Board on Polysomnographic Technology met on Friday, October 7, 2016 at 1:00 p.m. at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Henrico, Virginia.

MEMBERS PRESENT: Anna Rodriquez, Chair

Debbie Akers, Vice Chair

Jonathan Clark

Robert Vorona, M.D.

Marie Quinn

MEMBERS ABSENT: None

STAFF PRESENT: Alan Heaberlin, Deputy Director for Licensure

Colanthia Morton, Operations Manager Denise Mason, Licensing Specialist

GUESTS PRESENT: None

#### Call TO ORDER

Ms. Rodriguez called the meeting to order at 1:11p.m.

#### **EMERGENCY EGRESS PROCEDURES**

Mr. Heaberlin announced the Emergency Egress Procedures.

#### ROLL CALL

Roll was called. A quorum was present.

#### APPROVAL OF MINUTES FROM FEBRUARY 6, 2015

Dr. Vorona moved to adopt the minutes. The motion was seconded and carried.

#### ---DRAFT UNAPPROVED---

#### ADOPTION OF AGENDA

Dr. Vorona moved to adopt the agenda. The motion was seconded and carried.

#### PUBLIC COMMENT ON AGENDA ITEMS

There was no public comment.

#### **NEW BUSINESS**

#### 1. Supervisory Responsibilities 18VAC85-140-120

Ms. Akers asked for clarification of the supervisor responsibilities for unlicensed personnel. Mr. Heaberlin noted that the Board approved an initial grace period to December 31, 2015, for those who were practicing as a Polysomnographic Technologist to get licensed without being disciplined for unlicensed practice. Furthermore, he noted that if a practitioner holds a Registered Polysomnographic Technologist (RPSGT) credential and is working without a license it may be considered unlicensed practice and Board discipline would be a possibility upon licensure. Mr. Heaberlin suggested the people should apply for their license with the Board at the same time as they apply to take the RPSGT certification exam.

#### 2. Role of the Advisory Board Member

Ms. Akers inquired about the role of the advisory board member. She explained that she receives calls from the applicants wanting assistance with applications. She stated that she refers applicants to the Board for assistance. The advisory board further discussed its role in advising the full Board of Medicine and staff with professional and regulatory issues, assisting with licensure questions from the staff, completing probable cause reviews for disciplinary action and participating in informal conferences and formal hearings.

#### 3. Discussion Regarding Complaints Filed Against Polysomnographic Technologist

Mr. Heaberlin noted the Board had disciplined 10 polysomnographic technologists for unlicensed practice, and there have been no standard of care cases brought before the Board.

# 4. Promulgation of Regulations to Accept Volunteer Service for Fulfillment Of Continuing Education Requirements

The members reviewed the statute and the draft regulation which allows for up to 2 hours of continuing education to be satisfied through delivery of services, without compensation, to low-income individuals receiving health services through a local health department or a free clinic organized in whole or primarily for the delivery of those services. One hour of continuing education may be credited for three hours of providing such volunteer services, as documented by the health department or free clinic. Mr. Clark motioned to approve regulation as written. The motion was second and carried unanimously.

#### 5. Election of Officers

0000 2

#### ---DRAFT UNAPPROVED---

Ms. Rodriguez moved to nominate Mr. Clark to serve as Chair. The motion was seconded and carried. Dr. Vorona moved to nominate Ms. Akers to serve as Vice-Chair. The motion was seconded and carried.

#### **ANNOUNCEMENTS**

Ms. Mason announced that there are currently 427 licensed polysomnographic technologists in Virginia.

#### NEXT SCHEDULED MEETING

February 3, 2017 @ 1:00 p.m.

#### **ADJOURNMENT**

The meeting of the Advisory Board was adjou	rned at 2:02 p.m.
Dr. Robert Vorona, Chair	William Harp, Executive Director
Denise W. Mason, Licensing Specialist	

# INSTRUCTIONS FOR COMPLETING AN APPLICATION TO PRACTICE POLYSOMNOGRAPHIC TECHNOLOGY IN VIRGINIA

(This form has been designed to be used as a checklist when preparing to submit your application.)

#### APPLICATION FEES ARE NONREFUNDABLE

#### BEFORE YOU PROCEED, READ THE FOLLOWING POINTS CAREFULLY!

You should familiarize yourself with the qualifications required for a license by reviewing the laws and regulations governing the practice of polysomnographic technology in Virginia. They can be found at: http://www.dhp.virginia.gov/medicine/medicine\_laws\_regs.htm

The Board works as efficiently as possible to process applications. The time from filing an application with the Board until the issuance of a license is dependent upon entities over which the Board has no control. It is the applicant's responsibility to ensure that outside entities send the necessary documentation to the Board. You should not expect the process to take less than 2-3 months, so plan accordingly if you are pursuing a practice position in Virginia.

The Board provides an electronic checklist for your convenience in tracking your application. You should allow approximately 15 days for your application checklist be first updated on the Board's website. Supporting documentation will be added to your checklist as it is received. Processing of documents may take up to 10 business days after they are received. If you find your checklist does not exist or does not indicate necessary documents have been received, e-mail the Board at <a href="mailto:medbd@dhp.virginia.gov">medbd@dhp.virginia.gov</a> with "Polysomnographic Technologist Application Question" in the subject line. E-mails will be answered within 2 business days.

Your application checklist may be viewed by logging into your application and clicking on the "View Checklist" link located in the Pending Licenses section. This link will not be visible for applicants who have not yet paid the application fee. If you have submitted your application and required fee online, but no longer see your checklist listed in the Pending Licensing section, your license may have been issued by the Board. Please visit <a href="https://www.license.dhp.virginia.gov/license/">https://www.license.dhp.virginia.gov/license/</a> and use your current User ID and Password to login and view your newly issued license. If you need technical assistance with your checklist contact the agency's helpdesk at 804-367-4444. The helpdesk cannot provide assistance regarding information about your documents.

Supporting documentation sent to the Board when there is no application on file will be purged after six months.

NB: Virginia law considers material misrepresentation of fact in an application for licensure to be a Class 1 misdemeanor. Misrepresentation may be by commission or omission. Be sure of your facts and provide full responses to the Board's questions.

# PROCEEDING TO THE APPLICATION SIGNIFIES THAT YOU HAVE READ AND ACCEPT THE FOREGOING PRINCIPLES REGARDING THE BOARD'S PROCESSES.

You have selected to begin an initial application to practice as a Polysomnographic Technologist. If this license type is incorrect, please contact us at (804) 367-4444 for assistance.

Application requirements:
1. Complete the online application: <a href="https://www.license.dhp.virginia.gov/apply/">https://www.license.dhp.virginia.gov/apply/</a> which includes paying the nonrefundable application fee of \$130.00. Application fees may only be paid using Visa, MaterCard or Discover.
<b>☑2.</b> An applicant for a license to practice as a polysomnographic technologist shall provide original source documentation (not a copy) of <b>one</b> of the following:
<ol> <li>Current certification as a Registered Polysomnographic Technologist (RPSGT) by the Board of Registered Polysomnographic Technologists;</li> <li>Documentation of the Sleep Disorders Specialist credential from the National Board of Respiratory Care (NBRC-SDS); or</li> <li>A professional certification or credential approved by the board from an organization or entity which is a member of the National Organization for Competency Assurance.</li> </ol>
☐3. Provide Documentation of current certification in Basic Cardiac Life Support with a hands-on practice training evaluation segment.
4 Verification of Practice: A completed Form B Activity Questionnaire or a letter of recommendation must be received from all ocations of service, professional employment, observerships, professional research positions or professional volunteer service isted for the past 5 years. If you practice as a traveler, have your employer send to the Board all of your locations of service within the past 5 years to include dates and locations. The Board must receive a completed form B from each ocation where you provided services as a polysomnographic technologist for the past 5 years.
Form B's sent to the Virginia Board of Medicine by the applicant will not be accepted.
5. License Verification: Verification of polysomnographic technologist licenses or certificates to practice from all jurisdictions within the United States, its territories and possessions or Canada in which you have been issued a license, certification or registration must be received by the Board and must verify whether or not disciplinary action has been taken or is pending in that curisdiction. Please contact the applicable jurisdiction where you have been issued a license to practice polysomnographic technology to inquire about having documentation forwarded to the Virginia Board of Medicine. Verification must come from the jurisdiction and may be sent by email to medbd@dhp.virginia.gov, faxed to (804) 527-4426 or mailed.

Form	₽	Davi	02/17

# PLEASE CHECK APPROPRIATE PROFESSION

	☐ Acupuncturist ☐Genetic Counselor ☐Physician Assistant ☐Radiologist Assistant	□Athletic Trainer □Midwife □Polysomnographer □Respiratory Therapist		A ational Th ogic Tech			ational Therapist ogic Technologist	
		Virgin Board of Medicine 9960 Mayland Driv Henrico, Virginia 2	e re, Suite 300		of Heal	Fax: (8	sions : (804) 367-4600 804) 527-4426 medbd@dhp.vi	
						dress of orga tion chronol	nization/individu ogy	ual exactly
	Clearly print/type name of application Last 4 of Social Security Number		,===					
	regarding the applicant's emplo and return it to the Board by m application in a timely manner employers (past and present instrumentalities (local, state, fe	in its consideration of an applic syment, training, affiliations, and all, fax or email so the informati . I hereby authorize all hospita ), business and professional ederal or foreign) to release to the the processing of my applicatio	d staff privil ion you provals, instituti associates e Virginia B	eges. Policities of constant of constant of constant of the co	lease comp be given corganization and pres fledicine ar	plete this for onsideration ns, my refer ent) and g ny informatio	rm to the best on the procession of the processi	of your ability ing of his/her I physicians, gencies and ds requested
1.	Date and type of service: This in	dividual served with us as						
.,	fromt (Month/Year)	0						
		,						
2.	Please evaluate: (Indicate with ch	eck mark)	Т					
		Professional knowledg	10	Poor_	Fair	Good	Superior	
		Clinical judgment	e					
		Relationship with patien	nte			-		
		Ethical/professional cond						
		Interest in work						
		Ability to communicate	)					
3.	Recommendation: (please indicate Recommend highly and Recommend with some Do not recommend (exp		nmend as qu		·			_
4.	Of particular value to us in evalua such comments from you.	ting any applicant are any notable s						
5.	The above report is based on: (plant	ease indicate with check mark)	npression			te of evaluatio		
	Date (Required):		Signed	by:				
			Print o	r type nam	ne:			
	Signator Contact Number: (	)	ı itle: _		_			

Form C	
Print Name: _	



# Department of Health Professions Commonwealth of Virginia

Board of Medicine 9960 Mayland Drive, Suite 300 Henrico, Virginia 23233-1463

Phone(804) 367-4613 FAX (804) 527-4426

#### To Whom It May Concern:

The person listed below is applying for a license to practice polysomnographic technology in the state of Virginia. The Board of Medicine requests that the form be completed by each jurisdiction in which he/she holds or has held a license/certificate. Please complete the form and return it to the address below. Thank you.

Commonwealth of Virginia Department of Health Professions Board of Medicine 9960 Mayland Drive, Suite 300	Name of Applicant (please print or type)
Henrico, VA 23233-1463	License/Certificate#
Name of Licensee	State/Commonwealth of
License/Certification number	Issued Effective
Licensed/CertifiedThrough (check one)	
BRPT Examination	☐NBRC Examination
State Board of Examination	Endorsement from (Name of State)
License is: Current Lapsed L	
Has the applicant's license/certificate ever been suspended	d or revoked?
If yes, for what reason?	
Derogatory information, if any	
Comments, if any	
BOARD SEAL	Signed
	Title

NOTE TO APPLICANT: PLEASE PROVIDE LICENSE NUMBER AND FORWARD TO STATE INDICATED

State Board

### Board of Medicine Professions with Temporary or Provisional Licenses

#### Athletic Trainers

#### 18VAC85-120-75. Temporary authorization to practice.

Upon written request from an applicant and his employer and for good cause shown, an applicant who provides documentation of current NATABOC certification and, if licensed or certified by another jurisdiction in the United States, documentation that his license or certificate is current and unrestricted, may be granted temporary authorization to practice as an athletic trainer for 45 days pending submission of all other required documentation and issuance of a license. At the discretion of the board, additional time, not to exceed 15 days, may be allowed to complete the application process.

#### 18VAC85-120-80. Provisional licensure.

- A. An applicant who has been approved by NATABOC to sit for the certification examination may be granted a provisional license to practice athletic training under the supervision and control of an athletic trainer.
- B. The graduate shall submit an application for a provisional license to the board for review and approval by the Chair of the Advisory Board on Athletic Training or his designee.
- C. The provisional license shall expire six months from issuance or upon receipt of notification of a failing score on the NATABOC certification examination or upon licensure as an athletic trainer by the board, whichever comes first.

#### Occupational Therapists / Assistants

# 18VAC85-80-45. Practice by a graduate awaiting examination results.

- A. A graduate of an accredited occupational therapy educational program may practice with the designated title of "Occupational Therapist, License Applicant" or "O.T.L.-Applicant" until he has received a failing score on the licensure examination from NBCOT or for six months from the date of graduation, whichever occurs sooner. The graduate shall use one of the designated titles on any identification or signature in the course of his practice.
- B. A graduate of an accredited occupational therapy assistant educational program may practice with the designated title of "Occupational Therapy Assistant-License Applicant" or "O.T.A.-Applicant" until he has received a failing score on the licensure examination from NBCOT or for six months from the date of graduation, whichever occurs sooner. The graduate shall use one of the designated titles on any identification or signature in the course of his practice.

### Meeting Minutes Excerpt from October 19, 2016 Credentials Committee Meeting

# 1. Employment Verifications for Applicants Practicing Telemedicine.

Mr. Heaberlin reviewed the process required by the Board's applicants for licensure to provide employment verifications for all locations of service for the last five years. He explained that the Board approved accepting employment verifications from the medical directors of the companies that employ physicians that practice teleradiology and telepathology, chiefly due to the number of locations of service and the fact that those at the locations are not familiar with the physicians providing services. The Committee discussed whether it wanted to expand this practice to other areas of telemedicine or to those physicians who work locum tenens. The Committee decided to maintain the status quo.

### Licensing Statistics for Polysomnographic Technologists

July 1, 2014 to June 30, 2015

Applications Received 176 Licenses Issued 121

July 1, 2015 to June 30, 2016

Applications Received 281 Licenses Issued 276

July 1, 2016 to June 1, 2017

Applications Received 60 Licenses Issued 75

Total Applications Received 517 Total Licenses Issued 472

Expired Applications 27
Current Applications in Process 18

Issued License Report For Medicine - License Issued Date Between 07/01/2016 And 06/01/2017

Board	Occ	Counts	
Niedicine			
	Assistant Behavior Analyst	31	
	Athletic Trainer	163	
	Behavior Analyst	208	
	Chiropractor	74	
	Genetic Counselor	1	
	Interns & Residents	601	
	Licensed Acupuncturist	31	
	Licensed Midwife	7	
	Limited Radiologic Technologist	57	
	Medicine & Surgery	1,863	
	Occupational Therapist	338	
	Occupational Therapy Assistant	182	
	Osteopathy & Surgery	326	
	Physician Assistant	353	
	Podiatry	27	
	Polysomnographic Technologist	77	
	Radiologic Technologist	425	
	Respiratory Therapist	177	
	Restricted Volunteer	25	
	Surgical Assistant	35	
	Surgical Technologist	22	
	University Limited License	3	
Total for Medicine		5,026	

Page 1 of 1 Run Date: 6/1/2017 11:11

Page
_
2
앜
124
-

Run Date: 6/1/2017 9:34

Board	License Type	License No	Obtained By	Entry Date	Complete Date	Process Days	
Medicine	ne						
	Podiatry	0103301189	Application	10/04/2016	11/04/2016	ಷ	
	Podiatry	0103301207	Application	02/19/2017	05/18/2017	80 :	4
	Podiatry	0103301183	Application	06/26/2016	07/18/2016	22	47.2
	Podiatry	0103301199	Application	02/03/2017	03/15/2017	40	0
	Podiatry	0103301078	Reinstatement	06/03/2016	07/28/2016	55	0
	Podiatry	0103301195	Application	11/24/2016	02/01/2017	69	0
	Podiatry	0103301202	Application	02/07/2017	04/04/2017	56	0
	Podiatry	0103301201	Application	03/12/2017	03/27/2017	15	
	Podiatry	0103301181	Application	04/05/2016	07/11/2016	97	
	Podiatry	0103301200	Application	02/28/2017	03/22/2017	22	
	Podiatry	0103301185	Application	07/05/2016	08/15/2016	41	
	Podiatry	0103301186	Application	07/25/2016	08/18/2016	24	
	Podiatry	0103301193	Application	05/28/2016	01/20/2017	237	
	Podiatry	0103000889	Reinstatement	04/29/2014	10/21/2016	906	
	Podiatry		Count: 30		Average:	87.60	
	Polysomnographic Technologist	0135000416	Application	01/04/2016	08/24/2016	233	
	Polysomnographic Technologist	0135000403	Application	06/29/2016	07/08/2016	9	
		0135000425	Application	10/13/2015	09/30/2016	353	
		0135000406	Application	04/13/2016	07/19/2016	97	
		0135000459	Application	05/25/2016	03/24/2017	303	
		0135000434	Application	10/24/2016	11/10/2016	17	
		0135000460	Application	02/20/2017	03/31/2017	39	
		0135000448	Application	01/18/2017	02/07/2017	20	
		0135000461	Application	03/11/2017	04/06/2017	26 26	
	Polysomnographic Technologist	013500053	Application	03/39/3017	01/26/2015	3 2	
		0135000472	Application	04/04/2017	05/26/2017	7 C	
		0135000445	Application	10/19/2016	01/31/2017	104	
		0135000449	Application	11/23/2016	02/10/2017	79	
		0135000442	Application	11/18/2016	12/16/2016	28	
		0135000453	Application	12/10/2016	02/27/2017	79	
		0135000435	Application	10/26/2016	11/10/2016	15	
		0135000439	Application	11/10/2016	12/09/2016	29	
		0135000455	Application	01/04/2017	03/03/2017	58	
	Polysomnographic Technologist	0135000462	Application	01/10/2017	04/12/2017	7 92 23	
		0135000404		00/20/2016	12/00/2017	90 2	
	Polysomnographic Technologist	0135000440	Application	01/12/2016	03/03/2016	ž 80	
		0135000467	Application	12/12/2017	05/03/2017	143	
		0135000426	Application	08/16/2016	09/30/2016	45.	
					:		

Board

License Processed Days Report For Medicine - Issue Date Between 07/01/2016 And 06/01/2017