

Advisory Board on Surgical Assisting

Virginia Board of Medicine

October 15, 2024

10:00 a.m.

Advisory Board on Surgical Assisting

Board of Medicine

Tuesday, October 15, 2024 @ 10:00 a.m.

9960 Mayland Drive, Suite 201, Henrico, VA

Board Room 2

	Page
Call to Order – Jessica Wilhelm, LSA, Chair	
Emergency Egress Procedures – William Harp, MD	i
Roll Call – Joshlynn Jones	
Approval of Minutes of June 10, 2024	1 - 3
Adoption of the Agenda	
Public Comment on Agenda Items (15 minutes)	
New Business	
1. Report of Regulatory Actions..... Erin Barrett/Matt Novak	4
2. Consider the American Allied Health Surgical Technician Training Program Erin Barrett	5 - 21
3. Approval of 2025 Meeting Calendar Jessica Wilhelm	22
4. Election of Officers Jessica Wilhelm	23 - 24

Announcements:

Next Scheduled Meeting: Tuesday, February 18, 2025 @ 10:00 a.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 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.

<< DRAFT >>

ADVISORY BOARD ON SURGICAL ASSISTING

Minutes

June 10, 2024

The Advisory Board on Surgical Assisting met on Monday, June 10, 2024, at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Henrico, Virginia.

MEMBERS PRESENT: Thomas Gochenour, LSA Vice-Chair
Deborah Redmond, LSA

MEMBERS ABSENT: Jessica Wilhelm, LSA Chair
Nicole Meredith, RN
Srikanth Mahavadi, MD

STAFF PRESENT: William L. Harp, M.D., Executive Director
Michael Sobowale, LLM, Deputy Executive Director - Licensure
Jennifer Deschenes, JD, Deputy Executive Director - Discipline
Colanthia M. Opher, Deputy Executive Director – Administration
Erin Barret, JD, DHP Director of DHP Legislative and Regulatory
Affairs
Kelly Smith, DHP Director of Communications
Roslyn Nickens - Licensing Supervisor
Joshlynn Jones - Licensing Specialist

GUESTS PRESENT: W. Scott Johnson, JD - Medical Society of Virginia & Hancock
Daniel

Call to Order

Thomas Gochenour, called meeting to order @ 10:03 a.m.

Emergency Egress Procedures

Dr. Harp announced the emergency egress instructions.

Roll Call

Joshlynn Jones called the roll; a quorum was not declared.

Introduction of Members

Mr. Gochenour asked everyone present in the room to introduce themselves.

Approval of Minutes

There was no quorum to approve the minutes of the June 20, 2023 meeting.

Adoption of Agenda

Due to lack of quorum, motions and voting to adopt the agenda did not occur.

Public Comment

None

New Business**1. Report on Status of Regulatory /Policy Actions**

Erin Barrett reviewed the status of the Advisory Board's regulatory actions.

2. Discuss Continuing Education Process for Grandfathered Surgical Assistants and Certified Surgical Technologists

Deborah Redmond stated that, currently, licensed surgical assistants credentialed through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) or the National Commission for the Certification of Surgical Assistants (NCCSA) must attest that their credential is current at the time of license renewal, in addition to maintaining the required number continuing education (CE) credits and 1 hour of CE on human trafficking as asked on the renewal application. She questioned if surgical assistants who were grandfathered for licensure are meeting the same standard when renewing their license. Erin Barrett responded that approval of renewal requirements in regulations for licensed surgical assistants and certified surgical technologists who were credentialed through other pathways is pending in the Executive Branch.

3. Discuss Legislation Allowing Athletic Trainers to Assist in the Operating Room

Michael Sobowale explained that this topic was placed on the agenda at the request of the advisory chair, Jessica Wilhelm. Erin Barrett stated that the question of the ability

of an athletic trainer to work in an operating room environment should be left to the hospital or facility where the practitioner is credentialed. It is not a decision made by the Board.

4. Virginia Surgical Technologist Certification Obtained Through the NCCT Credential

Michael Sobowale reported that to present, 58 surgical technologists have been registered for certification by the Board through the NCCT credential.

5. Orientation to the Board of Medicine and Advisory Board

Dr. Harp gave a PowerPoint presentation on the Board of Medicine and its Advisory Boards.

Announcements:

Licensing Statistics

Joshlynn Jones provided the license statistics report. Currently, the Board has licensed 825 surgical assistants and registered 2,638 surgical technologists for certification.

Next Scheduled Meeting

The next scheduled meeting is Tuesday, October 15, 2024 @ 10:00 a.m.

Adjournment

With no other business to conduct, Thomas Gochenour adjourned the meeting @ 11:08 a.m.

William L. Harp, MD, Executive Director

Board of Medicine – Advisory Board on Surgical Assisting
Regulatory Actions
October 2024 Update

In the Governor’s Office

None.

In the Secretary’s Office

VAC	Stage	Subject Matter	Submitted from agency	Time in current location	Notes
18VAC85-160	Final	Amendments for surgical assistants consistent with a licensed profession	6/17/2022	813 days	Finalizes changes consistent with licensing surgical assistants and certifying surgical technologists.

At DPB or OAG

None.

Recently effective/awaiting publication

VAC	Stage	Subject Matter	Submitted from agency	Publication Date	Notes
18VAC85-160	Fast-track	Reinstatement of certification as a surgical technologist	6/17/2022	TBD	Addresses oversight in licensure regulatory action to allow reinstatement of a surgical technologist

Agenda Item: Consideration of American Allied Health as an approved provider for surgical technician certification

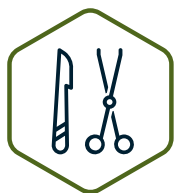
Included in your agenda package:

- Topical study guide provided by American Allied Health;
- Virginia Code § 54.1-2956.12.

Staff note: Discussion needed on whether this program fits the criteria outlined in the attached statute.

Action needed:

- Motion to either:
 - Recommend that the full Board approve American Allied Health's program for surgical technician certification; or
 - Recommend that the full Board deny approval to American Allied Health's program for surgical technician certification.



TOPICAL STUDY GUIDE

Surgical Technician, NRST



American Allied Health

NATIONAL CERTIFICATION & REGISTRATION



American Allied Health (AAH), for nearly two decades, has been featured in health science textbooks as a leading allied health certification & credentialing agency.

AAH partners with U.S. State Departments of Education to provide certification and continuing education courses for over ten different health career vocational pathways; our 10,000+ members work in all 50 states and over 30 countries overseas.

For more information, visit: www.AmericanAlliedHealth.com

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These policies are subject to revision without notice.



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Eligibility to Sit for the Exam

To sit for any AAH national certification exam, you must first demonstrate your eligibility by submitting "Proof of Eligibility." You will be asked to upload documentation directly to your AAH account (.PDF, .doc, docx, .JPEG or .PNG). Your paperwork will be reviewed and approved by AAH within 24-48 hours. You may complete this step before or after registration, and if your application is denied, your registration fee will be fully refunded.

Eligibility Requirements

To sit for the exam, you must satisfy at least **one** of the following requirements.

- a. Completion of a related course or training program, or
- b. One year's work experience in the field, or
- c. Relevant military training, or
- d. Previously have been certified by another agency

Approved Documentation

To demonstrate your eligibility, you must upload to your AAH account at least **one** of the following forms of documentation.

***Note:** If you have been instructed to enter a Registration Code or School Code by one of our AAH-Affiliated testing partners, you won't be required to submit any documentation.

Copy of either school transcript, diploma, or certificate

Letter from employer indicating job title and length of employment

Check stub indicating job title and hire date

DD Form 214 (for military personnel)

Member ID or Certification # from previous certification agency

Enter an Exam Registration Code or School Code*



How to Earn National Certification Online

The Certification Process



STEP 1

Register Online

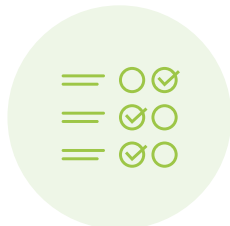
Register for the exam at:
www.AmericanAlliedHealth.com



STEP 2

Confirm your Eligibility

Show AAH you're qualified to sit for the exam, by submitting proof of eligibility documentation (see page 1).



STEP 3

Take the Exam Online

Get instant results and access to your certification documents.

Examination Format

ALL EXAMS

150 questions

Multiple choice & true/false

120 mins

Exams are timed; the test must be taken in one sitting

75%

Passing score

Free Study Materials

What's included in the registration fee?

Free Practice Exams

Free Topical Study Guide

Free Retake Examination



NRST Exam Content

Certification Type	Credentials	Pricing
Surgical Technician	NRST	\$130 Register

Competency-Based Testing

AAH certification exams evaluate key competency areas expected of entry-level allied health professionals. These "competencies" are demonstrated by the applicant's ability to apply – in a testing environment – their understanding of the relevant knowledge, skills, and abilities (KSAs) that are determined by the American Allied Health Board of Examiners.

Core Competency Areas

The exam tests for "Knowledge, Skills, and Abilities" (KSAs) in the following core competency areas:



- 5% The Profession and the Professional
- 10% Communication and Teamwork
- 12% Medicolegal Aspects of Surgical Technology
- 10% Diagnostic and Assessment Procedures
- 5% Environmental Hazards
- 20% Microbes and the Process of Infection
- 5% Moving, Handling, and Positioning the Surgical Patient
- 10% Surgical Instruments
- 5% Perioperative Pharmacology
- 5% Anesthesia, Physiological Monitoring, and Post Anesthesia Recovery
- 8% General Surgery and Specialty Surgery
- 5% Disaster Preparedness

Examination Format & Criterion

- Online Computer-Based Testing (CBT)
- 150 multiple choice & true/false questions
- 120 mins
- The passing score is 75%





Topical Breakdown

Use the following topical guide to help you prepare for the exam:

I. The Profession and the Professional (5%)

- Short History of the Profession
- Surgical Technology Education and Certification
- Required Skills
- Becoming a Health Care Professional

II. Communication and Teamwork (10%)

- Elements of Communication
- Verbal and Nonverbal Communication
- Supporting the Psychosocial Needs of the Patient

III. Medicolegal Aspects of Surgical Technology (12%)

- Types of Law
- Facilities Standards and Policies
- Patients' Rights
- Proper Documentation

IV. Diagnostic and Assessment Procedures (10%)

- Concepts Related to Pathology
- Vital Signs
- Microbiological Studies

V. Environmental Hazards (5%)

- Risk and Safety
- Electrical Hazards
- Fire Safety
- Standard Precautions

VI. Microbes and the Process of Infection (20%)

- Microorganisms and the Diseases They Cause
- Sterile Technique and Infection Control
- Principles of Decontamination, Sterilization, and Disinfection
- Instrument Cleaning and Decontamination

VII. Moving, Handling, and Positioning the Surgical Patient (5%)

- Patient Identification
- Transport and Transfers
- Preoperative Skin Marking

VIII. Surgical Instruments (10%)

- Equipment Operation
- Use of Instruments by Tissue Type
- Passing Surgical Instruments in Surgery

IX. Perioperative Pharmacology (5%)

- Regulation of Drugs, Substances, and Delivery
- Unit Systems of Measurement
- Prescription and Drug Orders
- Drug Preparation and Transfer to the Sterile Field

X. Anesthesia, Physiological Monitoring, and Post Anesthesia Recovery (5%)

- General, Regional, and Procedural Sedation
- States of Anesthesia

XI. General Surgery and Specialty Surgery (8%)

- Gastrointestinal Surgery
- Gynecological and Obstetrical Surgery
- ENT Surgery
- Plastic and Reconstructive Surgery
- Orthopedic Surgery
- Thoracic and Pulmonary Surgery
- Cardiac Surgery
- Neurosurgery
- Emergency Trauma Surgery



XII. Disaster Preparedness (5%)

- Training
- Classification and Definition of Disasters
- Disaster Management and Government Structures



Sample Test Questions

! Next page contains Answer Key

-
- _____ demonstrates that a surgical technologist from an accredited program has achieved a minimum level of knowledge and skills.
 - An Associate's degree
 - Licensure
 - Certification
 - Graduation
-
- The surgical consent is signed by the _____, _____, and a(n) _____.
 - Surgeon, nurse, family member
 - Nurse, surgeon, anesthesiologist
 - Patient, surgeon, nurse
 - Patient, surgeon, witness
-
- _____ measures hemoglobin, hematocrit, platelet and leukocytes.
 - CBC
 - Metabolic panel
 - Imaging study
 - ABO
-
- A drug applied to the skin or mucous membranes is _____.
 - Parenteral
 - Subcutaneous
 - Topical
 - Instill
-
- The balloon of a Foley catheter must be filled with sterile _____.
 - Water
 - Air
 - Saline
 - Lubricant



Sample Test Questions: Answer Key

-
1. _____ demonstrates that a surgical technologist from an accredited program has achieved a minimum level of knowledge and skills.
- a. An Associate's degree
 - b. Licensure
 - c. Certification** ◀ CORRECT
 - d. Graduation
-
2. The surgical consent is signed by the _____, _____, and a(n) _____.
- a. Surgeon, nurse, family member
 - b. Nurse, surgeon, anesthesiologist
 - c. Patient, surgeon, nurse
 - d. Patient, surgeon, witness** ◀ CORRECT
-
3. _____ measures hemoglobin, hematocrit, platelet and leukocytes.
- a. CBC** ◀ CORRECT
 - b. Metabolic panel
 - c. Imaging study
 - d. ABO
-
4. A drug applied to the skin or mucous membranes is _____.
- a. Parenteral
 - b. Subcutaneous
 - c. Topical** ◀ CORRECT
 - d. Instill
-
5. The balloon of a Foley catheter must be filled with sterile _____.
- a. Water** ◀ CORRECT
 - b. Air
 - c. Saline
 - d. Lubricant



About Online Testing

Computer Based Testing (CBT)

All examinations are taken via AAH's secure online Computer-Based Testing (CBT) Portal. The exam is taken while logged into your AAH account, at www.AmericanAlliedHealth.com, either from your own home computer or onsite, if directed by one of our 300+ AAH-Affiliated Testing Partners.

Test Results

All scoring is determined via the CBT portal's computer calculations and test results are shown immediately. Upon passing the exam, you immediately gain access to documentation of a passing grade, as well as your official certification documents themselves.

Retake Examinations

The first retake examination is included in the initial registration fee. There is no mandatory cool off period between retake exams; you may initiate a retake exam from within your AAH account whenever you are ready. And if you need additional test attempts, further examinations may be purchased for a small retake fee.

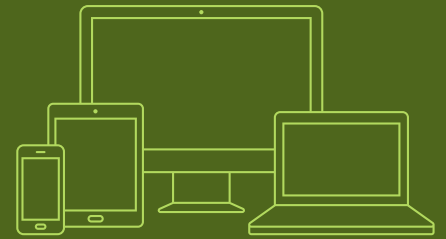
Appeal Policy

Candidates who receive a non-passing score have the ability to appeal their test results up to 30 days after an examination attempt. Appeals must include the candidate name, date of testing, and description of the reason for appeal.

Send requests directly to appeals@americanalliedhealth.com – the Appeals Review Committee will respond within 15 days of submission.

System Requirements

The online exam is compatible with all modern web browsers and both Apple and/or PC systems.



The testing portal may be accessed the device of your choosing:

- Desktop computer
- Laptop
- Chromebook
- Tablet
- Mobile device



General Information

What is National Certification?

Certification provides standardized, third-party evaluation of the competencies of allied health professionals—according to national standards of care. This is why it is often required by employers. Certification has become standard practice for joining allied healthcare careers.

National Certification vs State Licensure

Certification is not the same thing as a state licensure program. This can be confusing because some states require active AAH certification as a pre-requisite to applying for licensure in that state—but earning the certification itself is a non-governmental process. Most states do not have a licensure requirement beyond AAH certification. Use our searchable Regulations Map to verify there are no additional requirements beyond AAH certification to work in your state.

Competency-Based Testing

AAH certification exams are designed to evaluate key competency areas expected of entry-level allied health professionals. These “competencies” are demonstrated by the applicant’s ability to apply—in a testing environment—their understanding of the relevant knowledge, skills, and abilities (KSAs) that are determined by the American Allied Health Board of Examiners.

AAH Board of Examiners

AAH’s question pool is developed, maintained, and systematically peer-reviewed by a panel of subject matter experts, medical doctors, pharmacists, and educators, who are collectively referred to as the



“Board of Examiners.” The Board is responsible for ensuring AAH’s standardized exams test for key competency areas which are in line with national standards of care.

Membership in the American Allied Health Association

Those who pass the national exam are automatically placed on AAH’s national registry and receive free membership in the American Allied Health Association. Benefits include gaining access to AAH’s library of continuing education courses, employee verification and documentation services, digital record keeping, professional networking, and more.

Code of Conduct and Disciplinary Process

To create an AAH account and register for an exam, all users must first read and agree to AAH’s Code of Conduct and the website’s Terms and Conditions. If any member is found to be in violation of these standards, then, in accordance with our written Disciplinary Policy and Bylaws, that member’s certification may be revoked.



Renewal Process: How to Keep Your Certification

After you pass a national exam, your certification remains active for one year; afterward it must be renewed annually to keep your credentials current. As long as you maintain your certification, you will not need to retake the exam.

Keeping your certification current is simple: everything is done online, once a year, directly within your AAH account. There are only two renewal requirements: paying renewal membership dues and completing online continuing education (CE) courses (or upload your own external documentation of completed CE courses).

How often do I renew? How much does it cost?

To keep your certification current you must renew once a year by logging back into your AAH account. The annual membership renewal dues are \$32.00 per year.

Renewal Requirements

1

Pay annual renewal dues:

\$32.00

2

Complete Continuing Education:

5 CEs

Late Renewals

In most cases renewal is still possible after paying a small late fee. But depending on your last expiration date, you may have to re-register and retake the exam.



Renewal by Reciprocity

If you were previously certified with another agency, and your certification has not been expired longer than 3 years, then you may renew your certification with AAH without retesting. You may apply for renewal by reciprocity within your AAH account by uploading a copy of your previous certification card, or official documentation showing your previous MemberID/Certification# and latest expiration date.



Continuing Education

What is the Continuing Education (CE) Requirement?

To keep your certification current you must complete at least 5 CE credits before your next expiration date. You can get these credits anytime throughout the year by taking a short, online CE course provided by AAH – or by uploading documentation of your own external CEs (CEUs, CECs, or CEHs) you have earned that year.

Online CE Courses Provided by AAH

AAH provides a library of online CE courses; you may self-study the material and take a small quiz over the content. Upon course completion, CE credits are automatically applied towards your account for renewal.

How to Import External CE Credits

If you have completed any external CE courses within the last year, you may upload documentation of your training directly into your AAH account. Your documents will be reviewed, and if approved, your CE credits will be imported into your AAH account. There is, however, a small processing fee when applying external CEs towards renewal.

Two ways to apply CEs towards your certification

- A Get AAH CE Credits
- B Import non-AAH CEs

Health Education Courses

STUDENT David Smith

Healthcare Education Course	5 credits	6/24/2021
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Documentation of non-AAH continuing education must include:

- Name of continuing education provider
- Student's name
- Name of the training or course
- Date of training or issue date
- Number of CE/CEU/CECs/Hours earned



American Allied Health

NATIONAL CERTIFICATION & REGISTRATION

Contact Information

www.AmericanAlliedHealth.com

admin@AmericanAlliedHealth.com

Phone: 1-(479)-553-7614

Fax: 1-(479)-553-7285

Code of Virginia

Title 54.1. Professions and Occupations

Subtitle III. Professions and Occupations Regulated by Boards within the Department of Health Professions

Chapter 29. Medicine and Other Healing Arts

Article 4. Licensure and Certification of Other Practitioners of the Healing Arts

§ 54.1-2956.12. Registered surgical technologist; use of title; registration

A. No person shall hold himself out to be a surgical technologist or use or assume the title of "surgical technologist" or "certified surgical technologist," or use the designation "S.T." or any variation thereof, unless such person is certified by the Board. No person shall use the designation "C.S.T." or any variation thereof unless such person (i) is certified by the Board and (ii) has successfully completed an accredited surgical technologist training program and holds a current credential as a certified surgical technologist from the National Board of Surgical Technology and Surgical Assisting or its successor.

B. The Board shall certify as a surgical technologist any applicant who presents satisfactory evidence that he (i) has successfully completed an accredited surgical technologist training program and holds a current credential as a certified surgical technologist from the National Board of Surgical Technology and Surgical Assisting or its successor, (ii) has successfully completed a training program for surgical technology during the person's service as a member of any branch of the armed forces of the United States, (iii) has successfully completed a surgical technologist apprenticeship program registered with the U.S. Department of Labor, (iv) has successfully completed a hospital-based surgical technologist training program approved by the Board, (v) has successfully completed a surgical technologist training program through an institution or program accredited by a nationally recognized accreditation organization and holds a current credential as a surgical technologist from an entity approved by the Board, or (vi) has practiced as a surgical technologist or attended a surgical technologist training program at any time prior to October 1, 2022, provided he registers with the Board by December 31, 2023.

2014, c. [531](#);2016, c. [99](#);2021, Sp. Sess. I, c. [230](#);2022, c. [71](#);2023, c. [792](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

2025 Board Meeting Dates

Advisory Board on:

Behavioral Analysts

10:00 a.m.

Mon - February 10

June 9

October 20

Genetic Counseling

1:00 p.m.

Mon - February 10

June 9

October 20

Occupational Therapy

10:00 a.m.

Tue - February 11

June 10

October 21

Respiratory Care

1:00 p.m.

Tue - February 11

June 10

October 21

Acupuncture

10:00 a.m.

Wed - February 12

June 11

October 22

Radiological Technology

1:00 p.m.

Wed - February 12

June 11

October 22

Athletic Training

10:00 a.m.

Thurs - February 13

June 12

October 23

Physician Assistants

1:00 p.m.

Thurs - February 13

June 12

October 23

Midwifery

10:00 a.m.

Fri - February 14

June 13

October 24

Polysomnographic Technology

2:30 p.m.

Fri - February 14

June 13

October 24

Surgical Assisting

10:00 a.m.

Tue - February 18

Mon - June 16

Mon - October 27

BYLAWS FOR
ADVISORY BOARDS OF THE BOARD OF MEDICINE

Article I - Members of the Advisory Board

The appointments and limitations of service of the members shall be in accordance with the applicable statutory provision of the advisory board governing such matters.

Article II - Officers

Section 1. Titles of Officers - The officers of the advisory board shall consist of a chairman and vice-chairman elected by the advisory board. The Executive Director of the Board of Medicine shall serve in an advisory capacity.

Section 2. Terms of Office - The chairman and vice-chairman shall serve for a one-year term and may not serve for more than two consecutive terms in each office. The election of officers shall take place at the first meeting after July 1, and officers shall assume their duties immediately thereafter.

Section 3. Duties of Officers.

- (a) The chairman shall preside at all meetings when present, make such suggestions as may deem calculated to promote and facilitate its work, and discharge all other duties pertaining by law or by resolution of the advisory board. The chairman shall preserve order and conduct all proceedings according to and by parliamentary rules and demand conformity thereto on the part of the members. The chairman shall appoint all committees as needed.

The chairman shall act as liaison between the advisory board and the Board of Medicine on matters pertaining to licensing, discipline, legislation and regulation of the profession which the advisory board represents.

When a committee is appointed for any purpose, the chairman shall notify each member of the appointment and furnish any essential documents or information necessary.

- (b) The vice-chairman shall preside at meetings in the absence of the chairman and shall take over the other duties of the chairman as may be made necessary by the absence of the chairman.

Article III - Meetings

Section 1. There shall be at least one meeting each year in order to elect the chairman and vice-chairman and to conduct such business as may be deemed necessary by the advisory board.

Section 2. Quorum - Three members shall constitute a quorum for transacting business.

Section 3. Order of Business - The order of business shall be as follows:

- (a) Calling roll and recording names of members present
- (b) Approval of minutes of preceding regular and special meetings
- (c) Adoption of Agenda
- (d) Public Comment Period
- (e) Report of Officers
- (f) Old Business
- (g) New Business

The order of business may be changed at any meeting by a majority vote.

Article IV - Amendments

Amendments to these bylaws may be proposed by presenting the amendments in writing to all advisory board members prior to any scheduled advisory board meeting. If the proposed amendment receives a majority vote of the members present at that advisory board meeting, it shall be represented as a recommendation for consideration to the Board of Medicine at its next regular meeting.



The travel regulations require that “travelers must submit the Travel Expense Reimbursement Voucher within 30 days after completion of their trip”. (CAPP Topic 20335, State Travel Regulations, p.7). Vouchers submitted after the 30-day deadline cannot be approved.

In order for the agency to be in compliance with the state travel regulations, please submit your request for today’s meeting on or before

November 13, 2024