

KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY
April 8, 2015
Minutes

Board Members Present: Sheryl Abercrombie, Andrea Cornuelle, Amy Adkins, Carol Scherbak, Betty Brown, Steve Wells, and Cynthia Knapp

Board Members Absent: Anne Marie Brown

ExOfficio Members: Vanessa Breeding and Brian Judy

Guests: Charles Coulston and Dewey Crawford

AGENDA ITEM	DISCUSSION	Action
Call to order Sheryl Abercrombie	Meeting was called to order at 1:17 p.m.	
Approval of March Minutes		A motion was made by Betty Brown to approve the March 11, 2015 minutes as presented. Seconded by Carol Scherbak, motion passed.
Approval of Board Travel and per diem		A motion was made Carol Scherbak to approve payment of travel and per diem expenses. Seconded by Cynthia Knapp, motion passed.
Review of Office Personnel Time Records	Records were distributed for review.	
Committee Work Sessions		
Committee Reports	<u>Education Committee</u> : No activity. <u>Complaint/Violation Committee</u> : No activity. <u>Applications Committee</u> : No activity. <u>Communications Committee</u> : No activity. <u>Regulations Revision Committee</u> : The regulations committee met today to finalize the revised regulations.	A motion was made by Andrea Cornuelle to approve the following regulations as amended 201 KAR 46:010, 201 KAR 46:020, 201 KAR 46:040, 201 KAR 46:050, 201 KAR 46:070 and 201 KAR 46:081. Seconded by Amy Adkins, motion passed.

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		A motion was made by Cynthia Knapp to approve Forms 4, 5, 5A and 7 as amended. Seconded by Steve Wells, motion passed.
Old Business	<p><u>APRN</u>: A conference call was held on April 7th with Pam Hagan and Nathan Goldman from the Board of Nursing, along with Brian Judy, Sheryl Abercrombie and Vanessa Breeding to discuss the APRN position on performing fluoroscopic procedures. Pam Hagan and Nathan Goldman indicated that they will be working on a Board of Nursing Position Statement and will be sending it to KBMIRT for review.</p> <p><u>RCIS</u>: No letter or response was received from Dr. Flaherty.</p> <p><u>New Board Member Training</u>: Waiting for a date to be scheduled.</p> <p><u>Establishment of Licensee Distribution List</u>: COT created a distribution list and Andrea Kring is adding the email addresses.</p> <p><u>Library and Archives</u>: A generic retention schedule for boards and commissions has been sent and a meeting is being scheduled with KBLA staff to discuss a KBMIRT retention schedule.</p> <p><u>Office Issues</u>:</p> <ol style="list-style-type: none"> a. <u>Employee Job Description</u>- Vanessa and Steve Wells to work on. b. <u>Door installation, board room</u>- The door has been ordered we are waiting on it to arrive and be installed. c. <u>Computer system delays and updates</u>- Vanessa and Andrea Kring met with Erin Yepsis, Aaron Holthaus and COT's John Hawkins. Aaron and John tried methods to diagnose the performance issues. The 	<p>A motion was made by Cynthia Knapp for online renewals to require an email address and then a check box <input type="checkbox"/> for stating no email address. Paper renewals need to state required field and they could write in "no email address". Andrea Cornuelle seconded the motion. <u>Motion did not pass.</u></p>

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	<p>new printable license is in production. The change of address tool on the website has also been moved to production and KY-Interactive is almost ready to move the CE check-in tool to production.</p> <p>d. <u>SOP's</u>- Vanessa and Steve Wells to work on these. <u>Mail/ CE Processing Status</u>- Mail is processed daily and turn-around time on renewals and new applications are 3 days or less.</p> <p>e. <u>Executive Director Productivity Report</u>- Productivity reports were submitted and reviewed.</p> <p><u>MOA</u>: Nothing new to report.</p> <p><u>LXMO Flowchart of Licensure Process</u>- The Flowchart was submitted and reviewed.</p>	
New Business	<p><u>Other?</u> RT—PET certification exam. An email was received asking about cross-training of a radiographer (CT technologist) to be able to sit for the NMTCB PET exam.</p>	<p>Andrea Cornuelle made a motion that this practice of cross-training to PET was not addressed in our current regulations and we could not permit this at this time. Amy Adkins seconded the motion, motion passed.</p>
Brian Judy - report	<p><u>Update on Submission Paperwork for LRC</u> Regulations need to be completed and sent to LRC by April 15th.</p>	
Future meetings	<p>May 13, 2015</p> <p><i>All meetings are scheduled to start at 1:00 p.m. and are held at the KBMIRT office: 42 Fountain Place, Frankfort</i></p>	
Meeting adjourned	<p>Meeting adjourned at 6:30 p.m.</p>	