

**KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY**

**January 13, 2016**

**1:00 pm**

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

Board Members Absent: Acena Beck

ExOfficio Members: Brian Judy, Elizabeth Morgan

Guests: Karen Porter, Doyle Decker

AGENDA ITEM	Time	DISCUSSION	Action
Call to order Sheryl Abercrombie	1 minute		1:03 Meeting was called to order
Approval of December Minutes	2 minutes		Steve Wells made a motion to approve December minutes. Cynthia Knapp seconded the motion. Motion passed.
Approval of Board Travel and per diem	1 minute		Carol Scherbak made motion to approve travel and per diem pay. Steve Wells seconded the motion. Motion passed.
Review of Office Personnel Time Records	3 minutes	The Chair reviewed time records. No discrepancies or concerns noted.	
Committee Work Sessions	30 minutes		
Committee Reports	20 minutes	<u>Education Committee:</u>	Education committee recommended sending letters to 2 LXMO ISC students to cease and desist the operation of radiation producing equipment until successful passing of state administered ARRT LXMO exam. Cynthia seconded recommendation. Recommendation approved. Education committee recommended sending letters to 2 individuals who have not completed their course for the LCMO ISC to cease and desist the operation of radiation producing equipment and informing them they need to reenroll in the program. Amy seconded recommendation. Recommendation approved. Education committee recommended a letter should be sent to the International Society for Clinical Densitometry (ISCD) recognizing their program as a pathway for education and eligibility to sit for the ARRT state administered LXMO-Bone Densitometry

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		<p>exam so long as the curriculum is approved by ASRT. Cynthia seconded recommendation. Recommendation approved.</p> <p><u>Complaint/Violation Committee:</u>  15.01  15.02  15.03  16.01  16.02</p> <p><u>Applications Committee:</u>  Discussion regarding addition of disciplines and whether a fee should be charged; it was agreed that no additional fee would be charged to add a discipline to an existing license.</p> <p><u>Communications Committee:</u>  a. Newsletter: Discussion regarding edits to Newsletter draft. Andrea Cornuelle to update with edits. A discussion regarding confusion about the length of time an individual should maintain continuing education records for auditing purposes ended with an agreement that an example should be given in the newsletter.  b. Update Communications: Discussion about website and “frequently asked questions” section and continuing education section that should be included.</p>	<p>15.01 Recommendation to issue a subpoena to appear before the board at noon prior to the next meeting  15.02 Recommendation to open investigation  15.03 Recommendation to initiate Administrative Hearing  16.01 Recommendation to initiate Administrative Hearing and revocation of extension  16.02 Recommendation of initiating complaint screening  Betty Brown seconded recommendations. Recommendations approved.</p> <p>Recommendation was made by Cynthia Knapp to proceed with initial license application for individual with charges on criminal background check after charges were reviewed. Steve Wells seconded recommendation. Recommendation approved.</p> <p>Recommendation was made by Andrea Cornuelle to send January Newsletter to email list of licensees and post on website after edits were approved. Cynthia Knapp seconded recommendation. Recommendation approved.</p> <p>Elizabeth would begin gathering information for FAQ section and post continuing education guidelines on website.</p>

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		<p><u>Regulations Revision Committee:</u> An address error was found in one of the regulations. Brian Judy indicated this could be updated by initiating a technical change.</p>	Elizabeth to initiate request for a technical change.
Old Business	15 minutes	<p><u>Office Issues:</u></p> <ul style="list-style-type: none"> <li>a. Website Preparation for new regulations</li> <li>b. Continuing Education Approval Program</li> </ul>	Website maintenance is ongoing by Executive Director. There are issues with the license verification function that are now in the testing phase. The issues are expected to be resolved by early next week. Continuing education section needs to be placed on website to identify guidelines for continuing education.
Executive Director Update	5 minutes	<p><u>License Update:</u></p> <ul style="list-style-type: none"> <li>a. New: 59</li> <li>b. Renewal: 278</li> <li>c. ISC: 2</li> <li>d. Late: 7</li> <li>e. Follow-up to late license submissions: Only late fees were assessed. No individuals were working that renewed late.</li> </ul> <p><u>Related legislative activity:</u> None</p> <p><u>Budget:</u> Report was given with updated financial information through December 2015</p> <ul style="list-style-type: none"> <li>a.Revenues</li> <li>b.Expenditures</li> <li>c.YTD Balance</li> <li>d. Outstanding Bills</li> </ul> <p><u>Other:</u></p> <ul style="list-style-type: none"> <li>a. BGSRT presentation: Executive Director to present at the April meeting</li> <li>b. Communication licensee email list: Continues to increase</li> <li>c. Discussion about the addition of discipline codes: the following discipline codes will be added to the</li> </ul>	

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		<p>current codes: VI (Vascular-Interventional Radiography), CI (Cardiac-Interventional Radiography), CV (Cardiovascular-Interventional Radiography), CT (Computed Tomography), BD (Bone Densitometry), along with the provisional training licenses.</p>	
<b>New Business</b>			
<b>Future meetings</b>		<p>February 10, 2016</p> <p><i>All meetings are scheduled to start at 1:00 p.m. and are held at the KBMIRT office: <b>42 Fountain Place, Frankfort</b></i></p>	
<b>Meeting adjourned</b>			<p>Motion to adjourn was made by Steve Wells. Betty Brown seconded motion. Meeting adjourned at 3:37.</p>