

BOARD MEETING
SEPT 19, 2002

West Virginia Radiologic Technology Board of Examiners

1715 Flat Top Road
P.O. Box 638
Cool Ridge, WV 25825

Telephone: (304) 787-4398 Toll Free (in WV): (877) 609-9869
Fax: (304) 787-3030 E-mail: wvrtboe@charter.net

BOARD MEETING

September 19, 2002

MEMBERS PRESENT

Alice Belmont, Chairperson
Susan Bellomy, Secretary
Jeffrey C. Dameron, M.D.
Jeanne Morris
Mark S. Wilcox

Members Excused

Glora Crouch
Larry Heck
W. Alva Deardorff, M.D.
Judith S. Schreiman, M.D.

Staff

Grady Bowyer
Carol Blosser

The meeting was called to order by Alice Belmont, Chairperson at 6:10 P.M. A quorum was not present so Ms. Belmont asked Grady Bowyer, Executive Director to give a report on the Clear Training and Conference that he had attended on September 9th. Mr. Bowyer expressed how the conference was very informative and well worth the time. The sessions on how to do reports to stand up in court, and forged credentials were extremely good. Mr. Bowyer feels the conference is beneficial and suggested that a Board member also attend next years conference in Toronto.

Minutes: With a quorum the minutes of the June 18, 2002 meeting were discussed. Mark Wilcox stated the sentence in the minutes concerning Podiatry was incorrect. The sentence should read "If the Podiatrist open our Code to allow podiatry assistant to be exempt from having to be licensed by the Board, someone must be aware of the action in the legislature the next session to monitor this activity." Mr. Wilcox made a motion to accept the minutes of June 18, 2002 as corrected. Dr. Dameron seconded the motion. Motion carried.

Financial Report: Financial Report was given by Ms. Blosser. She discussed the increase in the disbursements for July due to (1) vacation days owed to Mary Casto upon her retirement, (2) increment pay for Mary Casto and Grady Bowyer, (3) retirement dinner held for Ms. Casto, and (4) postage expense for mass mailing for rule change comment. Mr. Wilcox asked about a disbursement of \$85.74 on the August financial statement under "Payment of Claims". Mr. Bowyer explained that AT & T and Verizon went to court against agencies and boards that had balances not paid by the state. The state will not pay certain things on a bill from these companies so they went to court to get the money they felt were owed to them. Dr. Dameron made a motion to accept the financial report and Ms. Bellomy seconded. Motion carried.

Podiatry Committee Report: Mr. Wilcox gave a quick review of exactly why we need to start code changes for podiatry assistants. He explained the discussions of the committee on licensing the assistants or exempting them. The committee presented a guide line to the code which they feel is in the best interest of everyone concerned. The assistants would need to secure a permit from the WVRTBOE to practice podiatry radiology limited to foot and ankle. They would need to pass a written examination for certification from the American Society of Podiatry Medical Assistants (ASPMA) and meet all requirements of that organization including the continuing education requirements. The permit would be for one (1) year from the date of issue and shall be renewed every year without examination, but they must submit documentation of an active certification with ASPMA. The permittee would only use equipment specifically designed for the performance of foot and ankle Podiatric radiographs and the type of equipment must be approved by the Board. It was recommended that an inspection of the machine

100-100000-100000

Original

where the permittee would be working be done. The committee also recommended that we introduce these new guide lines into our code so that we can be in complete control. Mr. Bowyer also informed the Board that if the code changes were approved he would send a letter to Dr. Scott Glassburn, President of the State Podiatry Association, with the wording of the code and express to him this is the only wording that the Board would approve. Dr. Dameron asked to have (g) of the code changed to "Podiatric Radiographs means radiographs performed on the foot and ankle on dedicated Podiatric equipment. Dr. Dameron made a motion to accept the code as presented with the correction of wording for (g), to have the equipment inspected, and for Mr. Bowyer to inform the State Podiatry Association through Dr. Glassburn the decision of the Board. Ms. Bellomy seconded the motion. Motion carried.

Complaints: Mr. Bowyer gave status of individual on suspended license. A criminal complaint has been issued, however the Prosecuting Attorney's office has informed him it should be resolved in the next two (2) to three (3) weeks with a plea negotiations and it will be a felony. Once a conviction is announced we will have our attorney send her a letter and forms revoking her license. The Board advised the office to inform anyone that would inquire that her license is pending.

Mr. Bowyer asked the Board for assistance on an individual who was given a temporary license in error and now is seeking a permanent license. The individual's ARRT card lapsed in 1994, she is trying to take the test again however ARRT will not allow her to sit for the exam for ethical reasons. Our law states that an individual must have passed the ARRT exam, supply proof of CE requirements and not be convicted of a felony. The individual has met this criteria. After a lengthy discussion Dr. Dameron made a motion to have Mr. Bowyer check with our attorney to see if we could issue her a license and have her sign a consent agreement that before she can renew her license in 2003 she would have to take and pass either the ARRT exam or the WV exam. Ms. Bellomy second the motion. Motion approved.

Old Business: Mr. Bowyer informed the Board that Mountain State was now up and running with 26 students enrolled. Camden Clark has closed and someone in Ohio has taken over from them. Mr. Wilcox informed the Board that Dr. Shawn Reesman has agreed to replace Dr. Deardorff on the Board.

New Business: Mr. Bowyer advised the Board that he would be contacting the Attorney General's Office in order to have Ms. Shirley Skaggs replaced as our attorney of record. Ms. Skaggs has missed two of our last Board meetings even though we requested that she be there, and does not return telephone calls for days at a time.

Ms. Belmont gave a report on the Auditor Seminar that she attended on September 10th. Ms. Belmont agreed to attend the meeting on Oct 9th and 10th for Mediation Procedures.

Ms. Blosser asked the Board to set guide lines for individuals who do not pass the WV exam after three tries. Mr. Bowyer drew up a final remediation similar to ARRT's for the Board to consider. The individual would not be permitted to sit for the Final Remediation WV Exam for a period of six (6) months and must take a Remediation course of study. If the individual would fail the Final Remediation WV Examination they would be required to re-graduate from an approved, accredited program of Radiologic Technology before regaining eligibility to sit for the WV exam again. Dr. Dameron made a motion to accept the Final Remediation WV Exam. Ms. Bellomy seconded the motion. Motion approved.

Next Meeting Date and Location: The next meeting of the Board will be December 12, 2002 at 5:00 P.M. in Charleston

Meeting adjourned 8:10 P.M.

Minutes submitted by Carol Blosser, Administrative Secretary

WV RT Board of Examiners

From: Grady M. Bowyer [gradybowyer@charter.net]
Sent: Friday, October 18, 2002 10:01 AM
To: Barry Koerber; WVRTBOE; W. Alva Deardorff, M.D.; Susie Bellomy, R.T.; Mark Wilcox, R.T.; Judith S. Schreiman, M.D.; Jeffrey C. Dameron, M.D.; Jean Morris; Grady M. Bowyer; Alice Belmont, Chairperson; Larry J. Heck
Subject: Mark your calendar

I have arranged for the next Board meeting to be held at the **Wingate Inn** beside the Ramada Plaza in South Charleston. This meeting will be held **Thursday, December 12, 2002 at 5:00 pm**. Please mark this date on you calendar.

If sleeping rooms are needed, please let me know, and I'll make the necessary arrangements.

If you cannot attend, please let me know. If a quorum will not be present, we will need to re-schedule it.

Thanks,
Grady

10/18/2002

WV RT Board of Examiners

From: Grady M. Bowyer [gradybowyer@charter.net]
Sent: Saturday, August 24, 2002 11:45 AM
To: WVRTBOE; W. Alva Deardorff, M.D.; Susie Bellomy, R.T.; Mark Wilcox, R.T.; Judith S. Schreiman, M.D.; Jeffrey C. Dameron, M.D.; Jean Morris; Grady M. Bowyer; Glora Crouch, R.T.; Alice Belmont, Chairperson; Larry J. Heck
Subject: Meeting Room Number

In my last email about the September 19th Board meeting, I did not include the room number. We will meet in **Room 221**, which is in the main hotel. Take the elevator to the 2nd floor, turn right off the elevator, and go down the hall to the left. Room 221 will be on your right. Again, attendance is strongly urged.

If you have not notified me of your attendance or the need for a sleeping room, I need to know **as soon as possible**. A quorum for this meeting is absolutely necessary. For those that have stated they need sleeping rooms, I will be making the reservations this Friday (30th) and will send you a confirmation after that date.

Thanks,
Grady

8/26/2002

WV RT Board of Examiners

From: Grady M. Bowyer, R.T. (R) [gradybowyer@charter.net]
Sent: Tuesday, August 13, 2002 2:25 PM
To: W. Alva Deardorff; Susan Bellomy; Mark Wilcox; Larry J. Heck; Judith S. Schreiman; Jeffrey C. Dameron, M.D.; Jeanne Morris; Grady M. Bowyer; Alice Belmont; WV RT Board of Examiners
Subject: Board meeting reminder

Dear Board members,

This email is a reminder that the next Board meeting will be held at the Day's Inn at Flatwoods on Thursday, September 19, 2002 at 6:00 pm. Anyone needing a sleeping room needs to let me know as soon as possible. Attendance at this meeting is strongly urged as the Podiatry Committee will be making their recommendation to the Board on the question of licensing or exempting podiatry assistants.

I would ask that you email me as to your attendance. We must have a quorum for this meeting.

Grady

WV RT Board of Examiners

From: Grady M. Bowyer [gradybowyer@charter.net]
Sent: Tuesday, August 27, 2002 9:05 PM
To: Dennis Roebuck; Eva Hallis
Cc: WVRTBOE
Subject: Board Meeting

For your information:

The next Radiologic Technology Board of Examiners meeting will be held Thursday, September 19, 2002 at 6:00 pm. This meeting will be held in room 221 at the Days Inn at Flatwoods, WV. You are welcome to attend if you so desire.

Grady

Grady M. Bowyer, R.T. (R)
Executive Director
WV Radiologic Technology
Board of Examiners
Cell (304) 546-4642
View: www.state.wv.us/rtboe

9/10/2002

WV RT Board of Examiners

From: Grady M. Bowyer [gradybowyer@charter.net]
Sent: Monday, August 26, 2002 9:12 AM
To: Carol Blosser
Subject: Notification

So far, I've received notification from Alice, Judith, Mark, Susie, Jeff & Jeanne that they will be at the Board meeting. So, at least we will have a quorum. If I don't hear anything from Glora or Dr. Deardorff towards the latter part of next week, I'll call them. Shirley said to call her a couple of days before and the day of the meeting and she would be there. So, I'll do that.

I'll call later on this morning.

8/26/2002

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August 27, 2002

Secretary of State
Building 1, Suite 157-K
State Capitol
Charleston, WV 25305

Attn: Judy Cooper

Dear Judy,

We wish to have the following notice published in the State Register.

A meeting of the WV Radiologic Technology Board of Examiners will be held at the Day's Inn-Flatwoods-Room 221. The date and time of the meeting is September 19, 2002 at 6:00 P.M..

Items to be discussed will be financial reports, committee report on Podiatry Medical Assistants, complaints, inspections, and report of Clear training and conference.

Thank you.

Sincerely,



Carol Blosser
Administrative Secretary

CB:

WV RT Board of Examiners

From: Grady M. Bowyer, R.T. (R) [gradybowyer@charter.net]
Sent: Tuesday, August 27, 2002 10:07 AM
To: WV RT Board of Examiners; Alice Belmont; Grady M. Bowyer; Jeanne Morris; Jeffrey C. Dameron, M.D.; Judith S. Schreiman; Larry J. Heck; Mark Wilcox; Susan Bellomy; W. Alva Deardorff
Subject: Agenda for the September 19, 2002 meeting



AGENDA FOR
EMBER 19.wpd

AGENDA FOR
EMBER 19.doc

Attached is the Agenda for the next meeting. If there are any questions, please call Grady or the office.

**West Virginia Radiologic Technology
Board of Examiners**

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AGENDA FOR THE SEPTEMBER 19, 2002 MEETING

- I. MINUTES FROM THE JUNE 18, 2002 MEETING - These were mailed to you the end of June. Copies will be available at the meeting
- II. FINANCIAL REPORTS - due to software incompatibility, these cannot be attached. They will be available at the meeting.
- III. PODIATRY COMMITTEE REPORT
- IV. COMPLAINTS / INSPECTIONS
- V. REPORT FROM CLEAR TRAINING AND CONFERENCE
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. NEXT MEETING DATE AND LOCATION
- IX. ADJOURN

WV RT Board of Examiners

From: Grady M. Bowyer [gradybowyer@charter.net]
Sent: Tuesday, August 27, 2002 9:05 PM
To: Dennis Roebuck; Eva Hallis
Cc: WVRTBOE
Subject: Board Meeting

For your information:

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Grady

Grady M. Bowyer, R.T. (R)
Executive Director
WV Radiologic Technology
Board of Examiners
Cell (304) 546-4642
View: www.state.wv.us/rtboe

8/28/2002

West Virginia Radiologic Technology
Board of Examiners

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COPY

MEMORANDUM

DATE: September 11, 2002

TO: Dr. Deardorff

FROM: Carol Blosser 

RE: Board Meeting

Just a reminder of our Board meeting scheduled for Thursday, September 19, 2002 at 6:00 P.M.. The meeting will be held at the Day's Inn, Flatwoods, Room 221. If you cannot attend, please call the office.

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Board of Examiners**

 **COPY**

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M E M O R A N D U M

DATE: September 11, 2002

TO: Shirley Skaggs

FROM: Carol Blosser 
Administrative Secretary

RE: Board Meeting

We have scheduled a Board meeting on Thursday, September 19, 2002 at 6:00 P.M.. The meeting will be held at the Day's Inn, Flatwoods, Room 221. Grady Bowyer asked me to send this notice to you and hope that you can attend as we may need your advice on a couple of things. Grady will be in touch with you the beginning of next week.

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BOARD MEETING

JUNE 18, 2002

MEMBERS PRESENT

Alice Belmont, Chairperson
Susan Bellomy, Secretary
W. Alva Deardorff, M.D.
Jeffrey C. Dameron, M.D.
Judith S. Schreiman, M.D.
Mark S. Wilcox

MEMBERS EXCUSED

Larry Heck
Jeanne Morris
Gloria Crouch

STAFF

Grady Bowyer
Mary Casto
Carol Blosser

GUESTS

Dennis Roebuck
WVSRT Rep.

The meeting was called to order by Alice Belmont, Chairperson at 6:00 PM. Minutes were approved as circulated. Dr. Schreiman made motion that the minutes be accepted as written. Mark Wilcox seconded.

Financial Report was given by Mary Casto. Dr. Schreiman asked why vehicle maintenance was so high. The Executive Director, Grady Bowyer explained that he had to have quite a bit of work done on the state car. She also asked about our account balance and Mr. Bowyer explained that we purposely put more into the budget than necessary so that we would not have to return revenue that was twice the amount of our balance to the general fund. Dr. Deardorff said he thought the money we had that was more than was needed be given back to the technologists. Mr. Bowyer said that we would have to change rules to change fee amounts. Dr. Schreiman motioned that financial reports be accepted and Ms. Bellomy seconded.

Legislative Concerns: Our rules have passed and are waiting for the Governor's signature. Further rule changes has to be submitted by 7/26/02. These changes would be that there would be no 30 day grace period before a reinstatement fee would be added to the renewal fee. This would change to, if an application which, for example, expired on June 30 was not postmarked by that date, the technologists would have to pay the \$15.00 reinstatement fee. The other change in the rules would be to charge a returned check fee of \$15.00. This would be added to our list of fees already in the rules. Mr. Bowyer asked the Board if he should go ahead and get this in the rules before July 26, 2002. Dr. Schreiman made a motion to this effect and Dr. Dameron seconded. Mr. Bowyer will file the changes the week of the 24th of June, 2002

Podiatry: If Podiatrists open our Code to allow podiatry assistants to be exempt from having to be licensed by the Board, someone must be aware of what is happening in the legislature the next session to block this proposal.

Complaints: Physician using unlicensed individuals to administer x-rays. Letter written to physician to respond to this complaint. He sent the Board a letter stating that only he administers x-rays. Case Closed.

Clinic using unlicensed individuals to do fluoroscopic procedures. We mailed a letter asking the physician to respond to this complaint. The physician sent a letter in response but was not clear as to who did the procedure. He was contacted by phone and advised as to what we needed to know and another letter was received from him explaining the step by step procedures used in administering the x-ray and that he did have a licensed radiologic technology who operated the machine. Dr. Schreiman moved to accept the complaint information, Dr. Dameron seconded.

Board Meeting

June 18, 2002

Page 2

Mr. Bowyer inspected 291 licenses since the last board meeting in March. There were some improper posting, some not being posted at all and some expired. All of these were corrected.

School Inspections: Bluefield State -8 years accreditation, Ohio Valley Medical Center-Pending for ARRT decision, Southern West Virginia Community College- 8 years accreditation, United Hospital Center- reduced from 8 years to 5 years because of paper work not being submitted on time, University of Charleston - 5 years since they did not have data for a 4 year program. Mr. Bowyer felt that this was a good accreditation.

As far as the length of a program, Mr. Bowyer suggested that it be set in rules that we would accept whatever the accrediting body determines. He asked if we should put this in rules. Dr. Schreiman moved to do so. Dr. Dameron seconded.

Mr. Bowyer had delivered a copy of our rules and an application form to the students graduating this year. It was noted that the students were indeed submitting this application form for a temporary license.

Mr. Bowyer also brought up that we did not have the Radiation Therapy Program at WVU University on our list of schools. He has added it to this list and on our web site.

A new program is being set up at Mountain State University in Beckley hoping to begin enrolling students in the Fall. They have a director now and wish to use all HCA Hospitals as clinical centers. They will have to be approved by the JRCERT before they can begin. Raleigh General Hospital has already consented to be one of the clinical centers.

Clear Conference: Mr. Bowyer wanted the Board's opinion on whether or not to attend the seminar and training session or just the training session. Since he already has attended the beginning training which has been very helpful for the board members who have attended this in the past, Mr. Wilcox felt both the advanced training and conference would be helpful. Dr. Schreiman moved that Mr. Bowyer attend both the conference and training session. Mr. Wilcox seconded.

A complaint has been filed against a technologist, which has also been submitted to ARRT. Our attorney was suppose to give her opinion on how we should progress on this complaint. At this time the Board went into executive session. After coming out of the executive session it was decided that we follow through on the investigation of this complaint and what action should be taken. Mr. Bowyer will contact the attorney for her opinion on how to follow through with this. He will contact her the day after the board meeting.

Ms. Belmont evaluated Mr. Bowyer's performance as Executive Director and recommended the Board give him a 4% raise. Ms. Bellomy made a motion for the raise beginning July 1, 2002. Board agreed.

Election of officers: Susan Bellomy nominated Alice Belmont, Alice Belmont nominated Mark Wilcox. A vote was taken and Ms. Belmont was elected as chairperson. Ms. Bellomy made motion that nominations be closed. Dr. Deardorff seconded. Mr. Wilcox made motion that Ms. Bellomy be nominated as secretary, Ms. Bellomy accepted and Dr. Schreiman seconded.

Board Meeting

June 18, 2002

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Other Business: Mr. Bowyer stated that the Governor needs to do appointments and re-appointments of Board Members. We need two lay persons-Jeanne Morris will accept re-appointment. We will ask the Governor to replace Larry Heck with another lay person. Dr. Deardorff declined to accept re-appointment. Mark Wilcox suggested Shawn Reesman, Raleigh General Hospital to replace Dr. Deardorff. He will contact Dr. Reesman to see if he would be willing to accept appointment. Mark Wilcox agreed to reappointment.

Dr. Schreiman asked if we could hold the September Board Meeting at Flatwoods so that she and Ms. Belmont would not have to drive a long distance. The Board agreed.

Meeting adjourned 8:10 PM.

Respectfully submitted,

Mary Casto

XC: BA Members 6/26/02

West Virginia Radiologic Technology Board of Examiners

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FINANCIAL STATEMENT May, 2002

Beginning Balance as of May, 2002	\$68,085.16
Deposits for May, 2002	<u>\$6,015.00</u>
	Total Receipts <u>\$74,100.16</u>

Disbursements for May, 2002

001	Payroll	\$6,542.34
002	Per Diem	\$0.00
010	Adm. fees	\$122.50
011	SS & Medicare	\$487.41
012	P/E Insurance Agency	\$734.62
014	Worker's Compensation	\$0.00
015	Dept. of Employment Security	\$718.71
016	P/E Retirement System	\$504.46
020	Office Expenses	\$62.82
021	Printing	\$869.53
022	Larry Lilly (Rent)	\$350.00
023	Lusk Disposal Service	\$12.00
023	Cool Ridge-Flat Top PSD	\$16.65
023	American Electric Power	\$186.93
024	Verizon	\$212.56
024	AT & T Companies	\$157.83
025	Office of the Attorney General	\$0.00
026	Travel Expenses	\$333.25
027	State Auditor & IS & C Computer Service	\$657.48
029	Car Rental	\$17.00
031	Association Dues	\$0.00
032	WV Bd. of Risk & Ins. Management	\$0.00
034	Household Supplies (Bank Card Center)	\$0.00
036	Vehicle Operating Expense	\$0.00
038	Copier Maintenance	\$0.00
042	Hospitality	\$0.00
051	Miscellaneous	\$0.00
053	Postal Expenses	\$170.00
054	Computer Supplies	\$64.97
058	Miscellaneous Equipment Purchase	\$0.00
077	Books & Periodicals	\$0.00
078	Equipment	\$0.00
170	Computer Equipment	\$0.00

Balance as of May 31, 2002

Total Disbursements \$12,221.06
\$61,879.10

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FINANCIAL STATEMENT JUNE, 2002

Beginning Balance as of June 1, 2002		\$61,879.10
Deposits for June, 2002		<u>\$7,240.00</u>
	Total Receipts:	<u>\$69,119.10</u>
Disbursements for June, 2002		
001 Payroll	\$6,435.18	
002 Per Diem	\$0.00	
010 Adm. fees	\$0.00	
011 SS & Medicare	\$479.22	
012 P/E Insurance Agency	\$734.62	
014 Worker's Compensation	\$0.00	
015 Dept. of Employment Security	\$0.00	
016 P/E Retirement System	\$504.46	
020 Office Expenses	\$138.61	
021 Printing	\$0.00	
022 Larry Lilly (Rent)	\$350.00	
023 Lusk Disposal Service	\$12.00	
023 Cool Ridge-Flat Top PSD	\$16.65	
023 American Electric Power	\$50.22	
024 Verizon	\$626.32	
024 AT & T Companies	\$132.39	
025 Office of the Attorney General	\$0.00	
026 Travel Expenses	\$142.05	
027 State Auditor & IS & C Computer Service	\$246.18	
029 Car Rental	\$17.00	
031 Association Dues	\$0.00	
032 WV Bd. of Risk & Ins. Management	\$0.00	
034 Household Supplies (Bank Card Center)	\$0.00	
036 Vehicle Operating Expense	\$70.62	
035 Advertising	\$0.00	
042 Hospitality	\$0.00	
051 Miscellaneous	\$0.00	
053 Postal Expenses	\$240.58	
054 Computer Supplies	\$0.00	
078 Equipment	\$0.00	
110 Employers Insurance Reserve Transfer	\$750.00	
170 Computer Equipment	\$0.00	
	Total Disbursements:	<u>\$10,946.10</u>
Balance as of June 30, 2002		<u>\$58,173.00</u>

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July 1, 2001 - June 30, 2002

Beginning Balance as of July 1, 2001

\$ 78,236.10

Income for 2001-02

Permanent License Fee	224 Issued	\$16,800.00
Renewal License Fee	1,872 Issued	93,600.00
Reinstatement Fee	99 Issued	1,485.00
Temporary License Fee	73 Issued	1,825.00
Name Change Fee	3 Issued	30.00
Duplicate License Fee	2 Issued	20.00
Roster of Licensees	5 Issued	350.00
West Virginia	6 Issued	420.00
Miscellaneous	_____	<u>2.71</u>

Total Revenue for 2001-02 FY

\$192,768.81

*SEE PAGE 2

Total Revenue for 2001-02 FY \$192,768.81

Disbursements for FY 2001-02

001 Payroll	\$74,871.44	
002 Per Diem	2,600.00	
004 Annual Increment	1,850.00	
010 Administrative Fees	570.00	
011 SSM & Medicare	5,712.35	
012 P/E Insurance Agency	8,815.44	
014 Workers' Compensation	392.91	
015 Department of Employment Security	1,435.87	
016 P/E Retirement System	6,005.19	
020 Office Expense	2,709.91	
021 Printing	1,252.03	
022 Rent	4,200.00	
023 Utilities	1,477.30	
024 Telephone Expense	4,693.09	
025 Attorney Fees	2,057.75	
026 Travel Expense	3,406.14	
027 Auditor & IS & C Computer Services	1,229.81	
029 Vehicle Rental	287.00	
030 Rental (Machine & Misc.)	1,316.49	
031 Association Dues	575.00	
032 Liability Insurance	1,818.00	
034 Household Supplies	58.44	
036 Vehicle Maintenance	1,393.06	
042 Hospitality (conference room rental)	499.20	
052 Training & Development	385.00	
053 Postal & Freight	2,840.41	
054 Computer Supplies	763.78	
058 Misc. Equipment Purchase	565.21	
077 Books & Periodicals	64.99	
110 P/E Insurance Transfer	<u>750.00</u>	
	Total disbursements for FY 2001-02	<u>\$134,595.81</u>

Balance in account as of June 30, 2002 58,173.00

West Virginia Radiologic Technology Board of Examiners

P.O. Box 638
Cool Ridge, WV 25825
Telephone: (304)787-4398 Toll Free 877-609-9869
Fax (304)787-3030 Email wvrtboe@wvnm.wvnet.edu

FINANCIAL STATEMENT JULY, 2002

Beginning Balance as of July 1, 2002		\$58,173.00
Deposits for July, 2002		<u>\$11,065.00</u>
	Total Receipts:	\$69,238.00
Disbursements for July, 2002		
001 Payroll	\$8,877.92	
002 Per Diem	\$300.00	
004 Annual Increment	\$2,300.00	
011 SS & Medicare	\$827.92	
012 P/E Insurance Agency	\$1,365.62	
014 Worker's Compensation	\$0.00	
015 Dept. of Employment Security	\$562.97	
016 P/E Retirement System	\$570.56	
020 Office Expenses	\$96.51	
021 Printing	\$0.00	
022 Larry Lilly (Rent)	\$350.00	
023 Lusk Disposal Service	\$12.00	
023 Cool Ridge-Flat Top PSD	\$16.65	
023 American Electric Power	\$26.63	
024 Verizon	\$418.18	
024 AT & T Companies	\$164.95	
025 Office of the Attorney General	\$111.25	
026 Travel Expenses	\$132.56	
027 State Auditor & IS & C Computer Service	\$349.72	
029 Car Rental	\$34.00	
031 Association Dues	\$175.00	
032 WV Bd. of Risk & Ins. Management	\$547.00	
034 Household Supplies (Bank Card Center)	\$0.00	
036 Vehicle Operating Expense	\$178.53	
038 Maintenance Contract	\$112.50	
042 Hospitality	\$420.00	
051 Miscellaneous	\$0.00	
053 Postal Expenses	\$942.50	
054 Computer Supplies	\$106.98	
078 Equipment	\$0.00	
110 Employers Insurance Reserve Transfer	\$0.00	
170 Computer Equipment	\$0.00	
	Total Disbursements:	<u>\$18,999.95</u>
Balance as of July 31, 2002		\$50,238.05

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FINANCIAL STATEMENT AUGUST, 2002

Beginning Balance as of August 1, 2002		\$50,238.05
Deposits for August, 2002		<u>\$12,320.00</u>
	Total Receipts:	<u>\$62,558.05</u>
Disbursements for August, 2002		
001 Payroll	\$5,384.58	
002 Per Diem	\$300.00	
010 Administrative Fees	\$87.50	
011 SS & Medicare	\$396.52	
012 P/E Insurance Agency	\$827.90	
014 Worker's Compensation	\$126.02	
016 P/E Retirement System	\$358.96	
020 Office Expenses	\$134.00	
022 Larry Lilly (Rent)	\$350.00	
023 Lusk Disposal Service	\$12.00	
023 Cool Ridge-Flat Top PSD	\$25.30	
023 American Electric Power	\$26.17	
024 Verizon	\$0.00	
024 AT & T Companies	\$121.46	
025 Office of the Attorney General	\$0.00	
026 Travel Expenses	\$522.85	
027 State Auditor & IS & C Computer Service	\$167.02	
029 Car Rental	\$0.00	
034 Household Supplies (Bank Card Center)	\$13.96	
036 Vehicle Operating Expense	\$134.64	
052 Training & Development	\$100.00	
053 Postal Expenses	\$265.70	
054 Computer Supplies	\$424.38	
058 Misc Equipment Purchase	\$278.86	
073 Household Equipment	\$799.56	
081 Payment of Claims	\$85.74	
	Total Disbursements:	<u>\$10,943.12</u>
Balance as of August 31, 2002		<u>\$51,614.93</u>

WEST VIRGINIA ASSOCIATION OF LICENSING BOARDS

101 Dee Drive
Charleston, West Virginia 25311-1688
Phone: (304) 558-3572

MEMORANDUM

TO: Licensing Boards

FROM: Lanette L. Anderson, Secretary

RE: Meeting Notice - **FRIDAY, October 18, 2002 - 1:00 p.m.**

DATE: September 3, 2002

The next Association of Licensing Boards meeting is planned for Friday, October 18, 2002, at 1:00 p.m., in a conference room at 101 Dee Drive, Charleston, West Virginia.

We will be discussing legislation and other issues affecting licensing boards, as well as any new information obtained in the State Auditor's Required Annual Training Session for Licensing Boards. If you are aware of any legislation in the works please bring copies with you.

AS ALWAYS, WE NEED YOUR INVOLVEMENT AND SUPPORT.

NOTE: PLEASE DISTRIBUTE THIS NOTICE TO MEMBERS OF YOUR BOARD

WEST VIRGINIA ASSOCIATION OF LICENSING BOARDS

101 Dee Drive
Charleston, West Virginia 25311-1688
Phone: (304) 558-3572

RECEIVED
9/19/02 DATE
W. VA. RADIOLOGIC TECHNOLOGY
BOARD OF EXAMINERS

MEMORANDUM

TO: Licensing Boards

FROM: Lanette L. Anderson, Secretary

RE: Agenda for Meeting - October 18, 2002

DATE: September 18, 2002

Please find attached the proposed Agenda for the next Association of Licensing Boards meeting. Representatives of some of the Board were in attendance at the State Auditor's Office Required Annual Training Seminar for Licensing Boards on September 10, 2002. Following that meeting, it was suggested that there were still some unanswered questions about the use of mediation for complaint resolution as authorized by HB 4124, passed during the 2002 Legislative Session. I have contacted the West Virginia State Bar, and Tom Tinder, Executive Director of that organization will attend our meeting to attempt to respond to inquiries and offer additional explanation on that topic for those who are interested.

We look forward to seeing you on October 18, 2002. Feel free to contact me with questions.

NOTE: PLEASE DUPLICATE AND SHARE WITH EACH OF YOUR BOARD MEMBERS

WEST VIRGINIA ASSOCIATION OF LICENSING BOARDS

101 Dee Drive
Charleston, West Virginia 25311-1688
Phone: (304) 558-3572

Proposed Agenda October 18, 2002

- (1) Call to Order:
- (2) Introduction of Members and Guests
- (3) Approval of Minutes - Meeting January 25, 2002
- (4) Report of the Treasurer
- (5) Old Business:
 - (A) State Auditor's Required Annual Training Seminar
- (6) New Business:
 - (A) Relevant Legislation - HB 4124
Tom Tinder from the WV State Bar will discuss the potential use of mediation for complaint resolution by licensing boards
 - (B) Upcoming Legislative Session
- (7) Completion of Annual Reports of Boards
- (8) Miscellaneous - Member Concerns
- (9) Future Meeting Dates
- (10) Adjournment

**West Virginia Radiologic Technology
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AGENDA FOR THE SEPTEMBER 19, 2002 MEETING

- I. MINUTES FROM THE JUNE 18, 2002 MEETING - These were mailed to you the end of June. Copies will be available at the meeting
- II. FINANCIAL REPORTS - due to software incompatibility, these cannot be attached. They will be available at the meeting.
- III. PODIATRY COMMITTEE REPORT
- IV. COMPLAINTS / INSPECTIONS
- V. REPORT FROM CLEAR TRAINING AND CONFERENCE
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. NEXT MEETING DATE AND LOCATION
- IX. ADJOURN

requirements for which license or certificate are found by the board to be at least equal to those provided in this article, shall be eligible for a license to practice radiologic technology in this state without examination.

(c) To be eligible for a permit to perform podiatric radiographs, the applicant must:

(1) Meet the requirements of § 30-23-6 (a) (1) and (5);

(2) Pass a written examination for certification from the American Society of Podiatric Medical Assistants (ASPMA);

(3) Maintain an active certification in the American Society of Podiatry Medical Assistants (ASPMA) and meet all requirements of that organization including the Continuing Education requirements; and

(4) Only use equipment specifically designed for the performance of "foot / ankle" Podiatric radiographs and the type of equipment must approved by the Board.

(5) All Podiatric radiographs must be performed under the supervision of a licensed Podiatrist. The permittee must prominently display their original permit in public view in their primary place of employment and a duplicate permit issued by the Board in their secondary place of employment.

(6) This permit is valid for a period of one (1) year from the date issued and shall be renewed every year, without examination. Upon Application for Renewal, the permittee must submit documentation of an active certification in ASPMA, be on a form prescribed by the Board, and payment of a renewal fee established by Legislative Rule.

~~(e)~~ (d) The following persons are not required to obtain a license in accordance with the provisions of this article:

(1) A technology student enrolled in or attending an approved school of technology who as part of his or her course of study applies ionizing radiation to a human being under the supervision of a licensed practitioner;

(2) A person acting as a dental assistant who under the supervision of a licensed dentist operates only radiographic dental equipment for the sole purpose of dental radiography;

(3) A person engaged in performing the duties of a technologist in the person's employment by an agency, bureau or division of the government of the United States;

(4) Any licensed practitioner, radiologist or radiology resident; and

(5) Any person who demonstrates to the board that as of the first day of July, one thousand nine hundred ninety-nine, he or she:

(A) Has engaged in the practice of radiologic technology for the limited purpose of performing bone densitometry in this state for five or more years;

(B) Practices under the supervision of a licensed practitioner; and

(C) Has received a densitometry technologist degree certified by the International Society for Clinical Densitometry.

~~(d)~~ (e) Any applicant for any such license shall submit an application therefor at such time (subject to the time limitation set forth in subsection (d) of this section), in such manner, on such forms and containing such information as the board may from time to time by legislative rule prescribe, and pay to the board a license fee, which fee shall be returned to the applicant if the license application is denied.

§30-23-2. Definitions.

Unless the context in which used clearly requires a different meaning, as used in this article:

- (a) "ASPMA" means the American Society of Podiatric Medical Assistants.
- (b) "Board" means the West Virginia radiologic technology board of examiners.
- (c) "License" means a license granted and issued by the board for the practice of radiologic technology.
- (d) "Licensed practitioner" means a person licensed to practice medicine, chiropractic, podiatry, osteopathy or dentistry.
- (e) "Licensee" means any person holding a license or a temporary permit issued under the provisions of this article.
- (f) "Podiatric Medical Assistant" means a person granted a permit by the Board for performance of podiatric radiographs.
- (g) "Podiatric Radiographs" means radiographs confined to the foot and ankle on dedicated equipment.
- (h) "Radiologic technologist" means a person, other than a licensed practitioner who applies ionizing radiation or assists in the application of ionizing radiation to human beings for diagnostic or therapeutic purposes under the supervision of a licensed practitioner.
- (i) "Radiologic technology" means the application of ionizing radiation or assisting in the application of ionizing radiation to human beings for diagnostic or therapeutic purposes under the supervision of a licensed practitioner.
- (j) "Radiologist" means a licensed practitioner who specializes in the use of ionizing radiation for the diagnosis or treatment of disease.
- (k) "Radiology resident" means a licensed practitioner who is in training to become a radiologist and who uses ionizing radiation in the diagnosis or treatment of disease, under the supervision of a radiologist.
- (l) "Supervision" means responsibility for and control of quality, radiation safety and technical aspects in the application of ionizing radiation of human beings for diagnostic or therapeutic purposes.
- (m) "Technology" hereinafter relates to radiologic technology.

§30-23-6. Qualifications of applicants; exceptions; applications; fee.

- (a) To be eligible for a license to practice radiologic technology the applicant must:
 - (1) Be of good moral character;
 - (2) Have completed four years of high school education or its equivalent;
 - (3) Have successfully completed an eighteen (18) month course in radiologic study in a school of radiologic technology approved by the board;
 - (4) Have passed the examination prescribed by the board, which examination shall cover the basic subject matter of radiologic technology, skills and techniques; and
 - (5) Not have been convicted of a felony in any court in this state or any federal court in this or any other state within ten years preceding the date of application for registration, which conviction remains unreversed; and not have been convicted of a felony in any court in this state or any federal court in this or any other state at any time if the offense for which the applicant was convicted related to the practice of radiologic technology, which conviction remains unreversed.
- (b) Any person who holds a license or certificate, including the American registry of radiologic technologists, to practice radiologic technology issued by any other state, the

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MEMORANDUM

TO: OFFICE POLICY

FROM: Grady M. Bowyer, R.T. (R)
Executive Director

DATE: September 17, 2002

RE: FINAL REMEDIATION WV EXAMINATION

The West Virginia Radiologic Technology Board of Examiners will use the following in reference to the State Examination administered by the American Registry of Radiologic Technologists:

1. An individual may take the WV examination a total of three times before Remediation.
2. After failing the WV examination for a third time, an individual will not be allowed to set for the FINAL REMEDIATION WV EXAMINATION for a period of six (6) months and must take a Remediation course of study. This Remediation course of study can be done in one of three methods as described in the attached document. This FINAL REMEDIATION WV EXAMINATION must be taken within one (1) year from the reporting of the failure of the third WV examination.
3. If the individual fails the FINAL REMEDIATION WV EXAMINATION, they will be required to re-graduate from an approved, accredited program of Radiologic Technology before regaining eligibility to sit for the WV examination again

THIS POLICY IS IN EFFECT UPON APPROVAL BY THE BOARD.

APPROVED: 9/19/02

West Virginia Radiologic Technology Board of Examiners

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FAX: 304-787-3030 E-mail: wvrtboe@wvnm.wvnet.edu

REMEDICATION

- ▶ The options for remediation are listed in sections A, B and C.
- ▶ Please circle the remediation option letter that has been / will be completed.
- ▶ Section D must be completed by all candidates.

A. Independent Study

The candidate studies the content areas for examination on his / her own. A minimum of forty (40) hours is required.

B. Study with an ARRT Certified Technologist

The candidate studies the content areas for examination with a technologist certified by the ARRT in the examination category. A minimum of twenty (20) hours is required. All 20 hours must actually be spent with the certified technologist.

Name of ARRT Certified Technologist

ARRT ID Number

C. Study with an Educator from an Approved Radiologic Technology Program

The candidate studies the content area for examination with a program director or other educator from an approved Radiologic Technology program. A minimum of ten (10) hours is required. The 10 hours must be actual time spent with the educator.

Signature of Educator

Program Name

D. I hereby certify that the above information is true, correct and complete.

Signature of Candidate

Date

Name, address and telephone
number of candidate:

EVA - Bd. MTg.

WV Rad Tech Board of Examiners

From: <ehallis@ucwv.edu>
To: <wvrtboe@wvnm.wvnet.edu>
Sent: Thursday, December 20, 2001 11:43 AM
Subject: bd mtgs

Holiday greetings Mary! Sorry I have not contacted you until now, but I would like to remain on the mailing list for the BOE meetings. you can e-mail me if you'd rather. ehallis@ucwv.edu

Have a great holiday and 2002! Eva

12/20/01

WV Rad Tech Board of Examiners

From: "Grady M. Bowyer" <gradybowyer@charter.net>
To: "Robin Richter" <robinr@wvauditor.com>
Cc: "WVRTBOE" <wvrtboe@wvnm.wvnet.edu>
Sent: Wednesday, April 03, 2002 11:51 AM
Subject: Meeting at Flatwoods

Robin,

The Legislative Committee from our Board needs to have a meeting to discuss and draft legislation to submit to the Legislature next session. Since there are two (2) committee members from Morgantown and two (2) from Charleston, we would like to have the meeting in Flatwoods at the Days Inn.

I will want to include their lunch in the meeting room cost, so do I fill out the hospitality form for you and submit the WV 96 and WV-15 to Tammy? I haven't contacted the Day's Inn yet since a date hasn't been chosen. Just trying to get everything organized and ready to go meet with them.

By the way, you may want to let Tammy know that this can be paid for with the P-card. She stated "As far as paying for the room with your P-card, as I understand it, payment for any type of rental space is not an allowable P-card charge."

Now, I've got a second question for you. As mentioned in an earlier email, our Administrative Secretary, Mary Casto, will be retiring the end of June and our Secretary, Carol Blosser, will be moving from part-time to full time in this position. What do we need to do concerning Mary's P-card? Do we cancel her card and make application for Carol a new one? Can we simply transfer Mary's card to Carol? There is time on this area, so no big rush.

Thanks,
Grady

Grady M. Bowyer, R.T. (R)
Executive Director
WV Radiologic Technology
Board of Examiners
Cell (304) 546-4642
View: www.state.wv.us/rtboe

4/3/02

~~The letter~~ to

Email To Chip Slaker for board
appointments & re-appoints. Board needs to
assess ~~2~~ 1 lay member - 1 Radiologist
to replace Larry Heck & Dr. Seardorff

WV Rad Tech Board of Examiners

From: "Grady M. Bowyer, R.T. (R)" <gradybowyer@charter.net>
To: "Jennifer Baldwin" <jbaldwin@wvgov.org>; "Chip Slaven" <chlaven@wvgov.org>
Cc: "WVRTBOE" <wvrtboe@wvnm.wvnet.edu>; "Alice Belmont, R.T." <belmonta@rcbhsc.wvu.edu>
Sent: Monday, May 13, 2002 2:22 PM
Subject: Re-Appointments

Chip & Jennifer,

Well, it's about that time again. We have four (4) individuals that their terms expire on June 30, 2002. They are Mark S. Wilcox, R.T., W. Alva Deardorff, M.D., Leah Jean Morris and Larry Jack Heck. Of these four, Mr. Wilcox and Mrs. Morris have indicated they will accept re-appointment if selected. The Board **strongly urges** these re-appointments. Dr. Deardorff has indicated he wishes not to be re-appointed. The Board will make a recommendation to you on this appointment after our June 18, 2002 Board meeting. As for Mr. Heck, he has only attended one (1) Board meeting during his three (3) year term. The Board would ask that he be replaced with another Lay member. Again, the Board will discuss this at the June meeting and make a recommendation after that meeting.

This email is to indicate to you that the Board desires to have all of the appointments made as early as possible. We understand that the members serve until they are re-appointed or a replacement has been made. However, with some issues facing our Board, we would like to have full commitments from the appointees.

If there are any questions or other information is required, please contact me.

Grady

Grady M. Bowyer, R.T. (R)
Executive Director
WV RT Board of Examiners
Cell Phone (304) 546-4642
Visit: www.state.wv.us/rtboe

5/13/02

WV Rad Tech Board of Examiners

From: "Grady M. Bowyer, R.T. (R)" <gradybowyer@charter.net>
To: "Jennifer Baldwin" <jbaldwin@wvgov.org>; "Chip Slaven" <cslaven@wvgov.org>
Cc: "WVRTBOE" <wvrtboe@wvnm.wvnet.edu>; "Alice Belmont, R.T." <belmonta@rcbhsc.wvu.edu>
Sent: Monday, May 13, 2002 2:22 PM
Subject: Re-Appointments

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Grady

Grady M. Bowyer, R.T. (R)
Executive Director
WV RT Board of Examiners
Cell Phone (304) 546-4642
Visit: www.state.wv.us/rtboe

5/15/02

WV Rad Tech Board of Examiners

From: "Slaven, Chip" <CSlaven@wv.gov>
To: "Grady M. Bowyer, R.T. (R)" <gradybowyer@charter.net>; "Baldwin, Jennifer (Kinsey)" <jbaldwin@wv.gov>
Cc: "WVRTBOE" <wvrtboe@wvnm.wvnet.edu>; "Alice Belmont, R.T." <belmonta@rcbhsc.wvu.edu>
Sent: Tuesday, May 14, 2002 11:05 AM
Subject: RE: Re-Appointments

Thanks Grady. We will let you know if we need more information.

-----Original Message-----

From: Grady M. Bowyer, R.T. (R) [mailto:gradybowyer@charter.net]
Sent: Monday, May 13, 2002 2:23 PM
To: Baldwin, Jennifer (Kinsey); Slaven, Chip
Cc: WVRTBOE; Alice Belmont, R.T.
Subject: Re-Appointments

Chip & Jennifer,

Well, it's about that time again. We have four (4) individuals that their terms expire on June 30, 2002. They are Mark S. Wilcox, R.T., W. Alva Deardorff, M.D., Leah Jean Morris and Larry Jack Heck. Of these four, Mr. Wilcox and Mrs. Morris have indicated they will accept re-appointment if selected. The Board **strongly urges** these re-appointments. Dr. Deardorff has indicated he wishes not to be re-appointed. The Board will make a recommendation to you on this appointment after our June 18, 2002 Board meeting. As for Mr. Heck, he has only attended one (1) Board meeting during his three (3) year term. The Board would ask that he be replaced with another Lay member. Again, the Board will discuss this at the June meeting and make a recommendation after that meeting.

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If there are any questions or other information is required, please contact me.

Grady

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Executive Director
WV RT Board of Examiners
Cell Phone (304) 546-4642
Visit: www.state.wv.us/rtboe

WV Rad Tech Board of Examiners

From: "Grady M. Bowyer" <gradybowyer@charter.net>
To: "Robin Richter" <robinr@wvauditor.com>
Cc: "WVRTBOE" <wvrtboe@wvnm.wvnet.edu>
Sent: Thursday, March 14, 2002 11:04 AM
Subject: Hospitality

Robin,

Our Board will be having Board meeting in June and want to make it a dinner meeting to honor our Administrative Secretary upon her retirement after 18 years of service for us. We will be having it at the Ramada in South Charleston for approximately 15 people and would like to use the P-card to pay for it. Is this possible? If so, what paperwork, if any, do we need to submit and when does it need submitted?

Thanks,

Grady

Grady M. Bowyer, R.T. (R)
Executive Director
WV Radiologic Technology
Board of Examiners
Cell (304) 546-4642
View: www.state.wv.us/rtboe

Should get form for Tammy Good + keep in records

3/14/02