



**WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS**  
1715 Flat Top Road / PO Box 638 / Cool Ridge, WV 25825-0638 / WEBSITE: [www.wvrtboard.org](http://www.wvrtboard.org)  
Phone: 304-787-4398 / Fax: 304-787-3030 / Email: [wvrtboe@suddenlinkmail.com](mailto:wvrtboe@suddenlinkmail.com)

**BOARD MEETING**  
March 12, 2015  
Braxton County Technology Center, Sutton, WV

**Members Present**

Tuanya Layton, Board Chair  
Eva Hallis, Board Secretary  
Nancy Oughton  
Jamie Browning  
Kristi Justice  
Howard W. Lafferty, D.O.  
Paul Blom, M.D.

**Members Excused**

Tonya Painter

**Office Staff**

Nancy Godby, Executive Director  
Sharon Bleau, Office Secretary  
Katherine Campbell, Attorney

**I. CALL MEETING TO ORDER**

The meeting was called to order at 5:00pm by Tuanya Layton, Board Chair, at the Braxton County Technology Center in Sutton, WV.

**II. RECOGNIZE GUESTS**

The Board welcomed Jaime Naternicola, Director of Radiology at Fairmont Regional Medical Center, as a guest for the meeting.

**III. ESTABLISH QUORUM**

Ms. Layton established a quorum.

**IV. ACCEPT AGENDA**

A motion was made by Nancy Oughton to accept the Agenda as presented. Howard W. Lafferty, D.O. seconded; and the motion was approved by the Board. Eva Hallis requested to move to the new business item related to Hemodynamics Monitoring and allow Ms. Naternicola to discuss this Agenda item, and the Board approved the request, (information noted in the corresponding Agenda item that follows at item number VII. 6. of the minutes).

**V. APPROVAL OF MEETING MINUTES**

- 1. December 1, 2014:** After review, a motion was made by Ms. Oughton to approve the Meeting Minutes as presented. Ms. Hallis seconded, and the motion was approved by the Board.



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## VI. OLD BUSINESS

1. **Ethics and Consent Agreement Updates:** Nancy Godby provided the Board with an update of the following Ethics and Consent Agreements:
  - a. **18-FY-2014, Teresa Young:** Consent Agreement signed and payment of Administrative Fees received. Ms. Young has yet to submit proposed Category A Continuing Education Credits for approval by the Board.
  - b. **04-FY-2015, Thomas Cottrell:** Consent Agreement signed and payment of Fine and Administrative Fee complete.
2. **WV Oasis Update:** Ms. Godby provided the Board with a copy of the December 2014 Oasis Newsletter and an update of the ongoing training events related to the project. No action was needed for this update.
3. **Legislative Update:** Ms. Godby provided information regarding the current legislative session and monitoring of House Bill 2239 that proposed creation of a Health Professions Board. The proposal was not upheld in the Senate Government Organization Committee. Ms. Godby also provided an update of the progress toward submission of proposed changes to the Series One Rule. Public comment period has been scheduled for April 1 through May 1, 2015, and Board Members were provided with a copy of the proposed changes. Board staff members are in the process of preparing for mailing of post cards. No action was needed for this update.
4. **Board Appointments, Update:** Ms. Godby reviewed the Board Appointments and reviewed the Certificate of Appreciation from the Board and Resolution requested by the Board from the Governor for Alice Belmont to recognize her longstanding service to the Board. No action was needed for this update.
5. **Sheath Program, Update:** Ms. Godby informed the Board of new applications received and approved for West Virginia University Hospital and St. Mary's Medical Center. No action was needed for this update.
6. **WVUH EBOLA Treatment Center, Update:** Ms. Godby provided a copy of an article that appeared in the Charleston Gazette detailing approval of the EBOLA Treatment Center at West Virginia University Hospital. No action was needed for this update.



## VII. NEW BUSINESS

### 1. Ethics Committee:

#### a) **05-FY-2015, Board initiated investigation of licensee performing imaging while WV Medical Imaging License was lapsed:**

Ms. Godby presented a summary of the allegations. Ms. Oughton stated the Ethics Committee found probable cause and recommends offering the licensee the standard consent agreement that includes a fine of \$100.00 and administrative fee of \$100.00 for a total of \$200.00. After discussion and careful consideration, Jamie Browning made a motion to accept the recommendation of the Ethics Committee. Dr. Lafferty seconded, and the motion was approved by the Board.

#### b) **06-FY-2015, Board initiated investigation of licensee performing imaging while WV Medical Imaging License was lapsed:**

Ms. Godby presented a summary of the allegations. Ms. Oughton stated the Ethics Committee found probable cause and recommends offering the licensee the standard consent agreement that includes a fine of \$100.00 and administrative fee of \$100.00 for a total of \$200.00. Additionally Ms. Oughton stated the Ethics Committee requests the identity of the employer be verified. After discussion and careful consideration, Jamie Browning made a motion to accept the recommendation of the Ethics Committee. Dr. Blom seconded, and the motion was approved by the Board.

#### c) **07-FY-2015, Board initiated investigation of licensee performing imaging while WV Medical Imaging License was lapsed:**

Ms. Godby presented a summary of the allegations. Ms. Oughton stated the Ethics Committee found probable cause and recommends offering the licensee the standard consent agreement that includes a fine of \$100.00 and administrative fee of \$100.00 for a total of \$200.00. After discussion and careful consideration, Jamie Browning made a motion to accept the recommendation of the Ethics Committee. Dr. Lafferty seconded, and the motion was approved by the Board.

### 2. Financial Report: Sharon Bleau presented a summary of the Financial Statements for November 2014, December 2014, January 2015 and February 2015. Ms. Bleau also presented a summary of Purchase Card (**P-Card**) transactions for the same period of time. Ms. Godby presented a summary of the year to date revenue and expenses. After discussion, Ms. Oughton made a motion to approve the financial report as presented; Dr. Lafferty seconded; and the motion was approved by the Board.



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- a. **FY-2016 Preliminary Budget:** Ms. Godby presented the proposed budget for FY-2016. After review and discussion, Ms. Oughton made a motion to approve the FY-2016 Budget; Dr. Blom seconded; and the motion was approved by the Board.
- b. **Auditor's Conference, September 22-25, 2015:** Ms. Godby requested consideration and presented an estimate of the cost for attendance at the Auditor's Conference for budget planning purposes. After review and discussion, Ms. Oughton made a motion to approve attendance of one staff member; Ms. Browning seconded; and the motion was approved by the Board.
- c. **Purchasing Division Conference, October 12-16, 2015:** Ms. Godby requested consideration and presented an estimate of the cost for attendance at the Purchasing Division Conference for budget planning purposes. After review and discussion, Ms. Oughton made a motion to approve attendance of one staff member; Dr. Lafferty seconded; and the motion was approved by the Board.
- d. **WVSRT Conference, October 8-10, 2015:** Ms. Godby requested consideration and presented an estimate of the cost for attendance at the West Virginia Society of Radiologic Technologists Conference for budget planning purposes. Ms. Godby indicated she has not been approached to provide an educational presentation for this year's conference. A Board Member could potentially go in place of Ms. Godby. After review and discussion, Ms. Browning made a motion to approve attendance by a representative of the Board; Ms. Oughton seconded; and the motion was approved by the Board.

*(Note: A copy of the Financial Statements follows as an attachment).*

3. **Executive Director Report:** Ms. Godby presented a verbal summary of the monthly report of activities for November 2014 through February 2015. Ms. Godby also provided an update of the completion of elements of the goals set by the Board for her annual performance. After discussion, Ms. Oughton made a motion to approve the Executive Director Report; Kristi Justice seconded; and the motion was approved by the Board.

*(Note: A copy of the Executive Director Report follows as an attachment).*



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4. **Safety Committee Report:** Ms. Layton presented the March 12, 2015 Safety Committee Report on behalf of the Agency. There were no accidents or injuries to report, and Ms. Layton commended staff members for their dedication to ensuring continued safety. After discussion, Dr. Lafferty made a motion to approve the Safety Committee Report. Ms. Oughton seconded, and the motion was approved by the Board.

*(Note: A copy of the Safety Committee Report follows as an attachment).*

5. **Audit of CE Credits and Flowchart Decision Tree:** Ms. Godby summarized the Audit of CE Credits Policy and Flowchart Decision Tree for the Board and responded to questions. After review and discussion, Dr. Blom made a motion to approve the information as presented; Dr. Lafferty seconded; and the motion was approved by the Board.
6. **Hemodynamics Monitoring by Radiologic Technologists in CATH Labs:** Jaime Naternicola addressed the Board for consideration of whether or not it is within the scope of practice of a Radiologic Technologist to perform the duties of hemodynamic monitoring in a CATH Lab setting. After review and discussion, Dr. Lafferty made a motion that the Board take no position on this subject, for or against; Ms. Oughton seconded; and the motion was approved by the Board.
7. **Position Statement Review, (determine date and location):** Ms. Godby reminded the Board of the need for review of position statements this year, but recommended we wait until she returns from the American Society of Radiologic Technologists (ASRT) Educational Conference in June 2015. After discussion, it was determined the best time to schedule this meeting would be in the fall of 2015. Further discussion will be undertaken at a future Board Meeting.
8. **JRCERT Report:** Ms. Godby provided a summary of actions taken by the Joint Review on Education in Radiologic Technology (JRCERT). No action was needed for this Agenda Item.
9. **Federation of Association of Regulatory Boards Conference Report:** Katherine Campbell provided a verbal summary of key elements of the Federation of Association of Regulatory Boards (FARB) Conference she attended as a representative of the Board. Ms. Campbell provided the Board with a copy of the PowerPoint presentations for review. No action was needed for this Agenda item.
10. **Missouri Legal Case: Board Investigations:** Ms. Campbell provided a verbal summary of the key elements of this legal case and responded to questions raised by Board Members. No action was needed for this Agenda item.



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- 11. Purchase Card (P-Card) Audit-Review:** Ms. Godby informed Board Members the Agency is being audit-reviewed by the Purchase Card Division of the Auditor's Office for Purchase Card (P-Card) purchases and will provide an update once the final report has been received.
  - 12. Board Member Concerns:** Ms. Oughton discussed Radiologic Technologists reviewing medication lists as a part of the patient's care monitoring.
    - a. Healthcare Information Security, Improper Disposal Case:** Ms. Godby provided Board Members with a copy of an article found recently online discussing improper disposal of personally identifiable information.
    - b. Healthcare IT News, Healthcare data breaches in 2015:** Ms. Godby provided Board Members with a copy of an article found recently online discussing anticipated legal cases in 2015 due to data breaches.
  - 13. NMTCB Post-Primary Computed Tomography Credential:** Ms. Godby provided Board Members a copy of a notice recently received from the Nuclear Medicine Technology Certification Board (NMTCB) announcing the process for Nuclear Medicine Technologists to become nationally certified by the NMTCB in diagnostic computed tomography imaging. No action was needed for this Agenda item.
- VIII. Next Meeting:** Ms. Layton announced the next Board Meeting will be held on May 14, 2015 at the Braxton County Technology Center in Sutton-Flatwoods, WV. Ms. Godby reminded Board Members of annual performance evaluations that would be a part of this meeting as well as Board Officer elections.
- IX. Adjourn:** A motion was made by Ms. Oughton to adjourn the meeting at 7:30pm; Dr. Lafferty seconded; and the motion was approved by the Board.

Minutes prepared and submitted for consideration by Nancy Godby, Executive Director and Sharon Bleau, Administrative Secretary.

**Reviewed and approved without revisions, May 14, 2015.**

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**FINANCIAL STATEMENT**

**FEBRUARY 2015**

Beginning Balance as of February 1, 2015:	\$284,091.43
Deposits for February:	<u>11,202.94</u>
<b>Total Receipts:</b>	<b>\$295,294.37</b>

**Disbursements for February:**

1200 Payroll	\$6,663.32
2202 SS & Medicare	499.23
2203 P/E Insurance Agency	240.00
2207 P/E Retirement System	932.88
2208 PEIA	164.00
3200 Office Expenses	1,091.34
3202 Rent	400.00
3203 Utilities	82.74
3204 Telecommunications	134.95
3207 Professional Services	522.50
3211 Travel Expenses	483.55
3213 Computer Services	252.96
3216 Vehicle Rental	391.84
3220 Food Products	40.52
3221 Supplies	19.98
3232 Cellular Charges	77.14
3235 Energy Expense Motor Vehicles	61.28
3238 Energy Expense Utilities	289.25
3242 Training & Development--In State	105.00
3244 Postal Expenses	651.52
3245 Freight	35.15
3263 Bank Cost (Credit Cd Expenses)	293.50
3324 State Treasurer's Office Fees	30.00

**Total Disbursements:      \$ 13,462.65**

<b>Balance as of February 28, 2015:</b>	<b>\$ 281,831.72</b>
<b>Balance as of February 28, 2014:</b>	<b>\$ 240,591.49</b>
<b>Year to Year Revenue Increase:</b>	<b>\$ 41,240.23</b>

**BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS  
FUND 8543  
FISCAL YEAR 2015  
FEBRUARY**

**FUND 8543 - BD OF EXAMINERS MEDICAL IMAGING TECHNOLOGY FUND**

Beginning Cash Balance	\$231,570.87
Ending Cash Balance	\$281,831.72
Beginning Investment Balance	\$0.00
Ending Investment	\$0.00

Obj/ Src	Obj/Src Name	Current Month	Year-to-Date	Budget	% of Budget	Benchmark
<b>Revenue</b>						
6696	OTHR COLL/FEES/LIC & INCM	11,202.94	162,428.84	222,000.00	73%	67%
8391	GAIN/LOSS SALE OR DISPOSITION	0.00	0.00	0.00	0%	67%
	NOT ENTERED	0.00	0.00	0.00	0%	67%
<b>Total Revenue</b>		<b>\$11,202.94</b>	<b>\$162,428.84</b>	<b>\$222,000.00</b>	<b>73%</b>	
<b>Total Revenue</b>		<b>\$11,202.94</b>	<b>\$162,428.84</b>	<b>\$222,000.00</b>	<b>73%</b>	
<b>Appropriation 09900 - UNCLASSIFIED</b>						
1200	PERS SERV PERM POS(W/ PR DEDI	6,663.32	53,157.20	95,000.00	56%	67%
1201	PERS SERV TEMP POS(W/O PR DEI	0.00	1,475.00	10,000.00	15%	67%
1206	ANNUAL INCREMENT	0.00	240.00	240.00	100%	67%
2200	PEIA FEES	0.00	100.00	1,000.00	10%	67%
2202	SOCIAL SECURITY MATCHING	499.23	4,113.63	10,000.00	41%	67%
2203	PUBLIC EMPLOYEES INS	240.00	1,920.00	4,740.00	41%	67%
2205	WORKERS COMPENSATION	0.00	300.00	500.00	60%	67%
2206	UNEMPLOYMENT COMPENSATION	0.00	86.25	500.00	17%	67%
2207	PENSION AND RETIREMENT	932.88	7,475.72	15,000.00	50%	67%
2208	VV OPEB CONTRIBUTION	164.00	1,312.00	2,137.00	61%	67%
3200	OFFICE EXPENSES	1,091.34	3,244.54	4,000.00	81%	67%
3201	PRINTING AND BINDING	0.00	43.00	1,500.00	3%	67%
3202	RENT EXP (REAL PROP) BLDG	400.00	3,442.00	6,500.00	53%	67%
3203	UTILITIES	82.74	428.03	1,000.00	43%	67%
3204	TELECOMMUNICATIONS	134.95	2,096.15	3,500.00	60%	67%
3206	CONTRACTUAL SERVICES	0.00	840.00	13,800.00	6%	67%
3207	PROFESSIONAL SERVICES	522.50	4,778.50	500.00	956%	67%
3211	TRAVEL EMPLOYEE	483.55	8,581.81	20,000.00	43%	67%
3213	COMPUTER SERVICES INTERNAL	252.96	1,026.21	2,000.00	51%	67%
3216	VEHICLE RENTAL	391.84	3,156.77	5,888.00	54%	67%
3217	RENTAL (MACHINE & MISC)	0.00	0.00	500.00	0%	67%
3218	ASSOC DUES & PROF MEMBERS	0.00	920.00	1,075.00	86%	67%



**BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS**  
**FUND 8543**  
**FISCAL YEAR 2015**  
**FEBRUARY**

**FUND 8543 - BD OF EXAMINERS MEDICAL IMAGING TECHNOLOGY FUND**

Obj/ Src	Obj/Src Name	Current Month	Year-to-Date	Budget	% of Budget	Benchmark
<b>Appropriation 09900 - UNCLASSIFIED</b>						
3219	FIRE/AUTO/BOND/ & OTHR IN	0.00	1,848.00	3,000.00	62%	67%
3220	FOOD PRODUCTS	40.52	60.78	125.00	49%	67%
3221	SUPPLIES-CLOTHING	19.98	19.98	125.00	16%	67%
3224	ADVERTISING & PROMOTIONAL	0.00	0.00	50.00	0%	67%
3225	VEHICLE OPERATING EXP	0.00	65.79	1,000.00	7%	67%
3229	ROUTINE MAINT CONTRACTS	0.00	640.00	1,000.00	64%	67%
3232	CELLULAR CHARGES	77.14	538.84	1,500.00	36%	67%
3233	HOSPITALITY	0.00	361.05	1,500.00	24%	67%
3235	ENERGY EXP MTR VEH/AIR.	61.28	922.30	2,000.00	46%	67%
3238	ENERGY EXPENSE UTILITIES	289.25	1,126.51	1,800.00	63%	67%
3241	MISCELLANEOUS	0.00	0.00	200.00	0%	67%
3242	TRAINING & DEV - IN STATE	105.00	1,069.00	2,500.00	43%	67%
3244	POSTAL	651.52	2,965.96	4,500.00	66%	67%
3245	FREIGHT	35.15	46.80	500.00	9%	67%
3246	SUPPLIES-COMPUTER	0.00	0.00	1,000.00	0%	67%
3252	MISC EQUIPMENT PURCHASES	0.00	0.00	800.00	0%	67%
3263	BANK COSTS	293.50	3,511.17	4,500.00	78%	67%
3272	PEIA RESERVE TRANSFER	0.00	0.00	1,500.00	0%	67%
3324	STATE TREASURER'S OFFICE FEES	30.00	255.00	500.00	51%	67%
5200	OFFICE EQUIPMENT-ASSETS	0.00	0.00	500.00	0%	67%
6100	OFFICE REPAIRS	0.00	0.00	250.00	0%	67%
6105	VEHICLE REPAIRS	0.00	0.00	1,000.00	0%	67%
<b>Total Approp 09900</b>		<b>\$13,462.65</b>	<b>\$112,167.99</b>	<b>\$229,230.00</b>	<b>49%</b>	
<b>Total Expenditure</b>		<b>\$13,462.65</b>	<b>\$112,167.99</b>	<b>\$229,230.00</b>	<b>49%</b>	
<b>Net Income</b>		<b>\$2,259.71</b>	<b>\$50,260.85</b>			



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### **Executive Director Monthly Report March 12, 2015**

1. **Site Inspection Report:** Updated the database for inspections completed in August, October, November and January. There were no site inspections in December 2014 and February 2015. Compiled data for inspections to date, as follows:
  - 16 Hospitals**, (11 October, 4 November, and 1 January)
  - 82 Other facilities**, (1 August, 66 October, 10 November, and 5 January)
  - 98 Total facilities**, (1 August, 77 October, 14 November, and 6 January)
  - 744 Licenses**, (1 August, 608 October, 117 November, and 18 January)
2. **WVOASIS:** There were no training sessions in October or November 2014. Phase C & D are underway with upcoming training. Completed WV Oasis Training for KRONOS on December 17, 2014 and February 27, 2015 for Federal Reciprocity at WV State University. KRONOS timekeeping was later postponed for our Agency.
3. **Legislature:** Attended and/or listened through live feed daily for potential changes that could impact the Board.
4. **Meetings and events attended December:**
  - a. **December 1, 2014:** Board Meeting, Charleston Marriott;
  - b. **December 2, 2014:** Annual Auditor's Seminar, Charleston Marriott;
  - c. **December 3, 2014:** Health Care Compliance Webinar, Meaningful Audits, (personal expense);
  - d. **December 16, 2014:** Legislative Interim Session;
  - e. **December 17, 2014:** Legislature Interim Session;
  - f. **December 18, 2014:** WV Oasis KRONOS Timekeeper Training;
  - g. **January 7-10, 2015:** CLEAR Midyear Business Meeting in Charleston SC;
  - h. **January 13, 2015:** New Board Member Orientation and delivered Handbook;
  - i. **January 23, 2015:** Association of Boards Meeting, discuss HB2239;
  - j. **January 24, 2015:** Prepared Medical Imaging concerns for HB2239;
  - k. **January 26, 2015:** Community Service – PRIDE Board Meeting, (personal time);
  - l. **January 27, 2015:** Legislative Sessions, (Stakeholder Meeting rescheduled);
  - m. **January 28, 2015:** New Board Member Orientation and delivered Handbook;
  - n. **January 29, 2015:** Listened to Legislative session, HCCS EMTALA Webinar;
  - o. **January 30, 2015:** New Board Member Orientation and delivered Handbooks;
  - p. **February 6, 2015:** Cool Ridge Office;
  - q. **February 11, 2015:** Prepared CE Audit Process;
  - r. **February 12-13, 2015:** Cool Ridge Office for P-Card audit/review preparation;
  - s. **February 19, 2015:** WV Department of Personnel Performance Evaluation Training Webinar;
  - t. **February 26, 2015:** Legislature House Health Committee HB 2239;
  - u. **February 27, 2015:** WV Oasis Training.
5. **Board Office:** The Board Office was closed multiple dates in December, January and February in recognition of State Holidays.



West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners  
 Executive Director Performance Valuation Scorecard Report  
 July 1, 2014 through June 30, 2015

Nancy Godby, Executive Director

Initiative	Progress Update - Year to date
<p><b>MAINTAINS FLEXIBILITY</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Submit monthly activity report to the Chairperson;</li> <li>○ Summary of activity to the Board on a quarterly basis;</li> <li>○ Develops new processes and policies. Provide reports and updates as needed to inform Board Chair of progress.</li> </ul> </li>   <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ Improvement processes outside State Regulatory requirements.</li> </ul> </li> </ul>	<p><b>Meets:</b>          Monthly Reports posted to webpage;          Reports provided during Board Meetings;          Developed Random CE Audit;          Developed CE Audit Decision Tree;          Developed Board Member Handbook.</p> <p><b>Exceeds:</b>          Council on Licensure Enforcement and Regulation (CLEAR)          Administrative Legislative Subcommittee Chair;          Community Service: PRIDE in Logan County Board President;          Marshall University Graduate College Advisory Board; Dignity Hospice Board Vice-President.</p>
<p><b>DEMONSTRATES CREDIBILITY</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Investigate complaints within ten (10) days with follow up visit to the facility;</li> <li>○ Collaborates with Board Chair within fourteen (14) days of completion of investigation/site visit to facility.</li> </ul> </li>   <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ Investigate complaints within three (3) days with follow up visit to facility;</li> <li>○ Collaborates with Board Chair within three (3) days of completion of investigation/site visit to facility.</li> </ul> </li> </ul>	<p><b>Meets:</b>          Immediate action taken as complaints are received with contact to both the Board Chair as well as the Assistant Attorney General as soon as information is available.</p> <p><b>Exceeds:</b>          Successfully investigated complaints within three (3) days to date.          Successfully collaborated with the Board Chair as well as the Assistant Attorney General as soon as information is available.</p>



West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners  
Executive Director Performance Valuation Scorecard Report  
July 1, 2014 through June 30, 2015

Nancy Godby, Executive Director

<p><b>CUSTOMER SERVICE</b></p> <ul style="list-style-type: none"><li>• <b>Meets:</b><ul style="list-style-type: none"><li>○ Respond within twenty-four (24) hours to customer inquiries;</li><li>○ Demonstrate respect to Board Members;</li><li>○ Maintain up to date Website.</li></ul></li> <li>• <b>Exceeds:</b><ul style="list-style-type: none"><li>○ Respond in less than four (4) hours to customer inquiries, (<i>an example would be an inquiry from a Foreign Graduate regarding licensure</i>).</li></ul></li></ul>	<p><b>Meets:</b> The office always responds within twenty-four hours to inquiries from the public. Successful in respect with Board Members. Website has been maintained and current.</p> <p><b>Exceeds:</b> Successfully responded to all inquiries in four hours or less to date.</p>
<p><b>QUANTITY OF WORK</b></p> <ul style="list-style-type: none"><li>• <b>Meets:</b><ul style="list-style-type: none"><li>○ Inspect every hospital at least every three (3) years to five (5) years;</li><li>○ Represent WVMIRTT Agency at the Legislature;</li><li>○ Utilize the “Inspection Services Verification” form as inspection guide.</li></ul></li> <li>• <b>Exceeds:</b><ul style="list-style-type: none"><li>○ Inspect hospitals at least every three (3) years;</li><li>○ Visit all counties every two (2) years.</li></ul></li></ul>	<p><b>Meets:</b> Currently in the second round of hospital inspections with 16 hospitals inspected since July. Attended the Legislature during the Interim and 2015 Session on multiple occasions and monitored legislation daily. (Listened to Legislature daily through live feed and attended sessions on following dates: 12/16/14; 12/17/14; 01/27/15; 12/26/15). Continue to utilized the Inspections Services Verification Form that I created in 2012 and continue to update with additional information.</p> <p><b>Exceeds:</b> Inspected all hospitals and all counties within two years, and have begun the second round of inspections.</p>



West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners  
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 July 1, 2014 through June 30, 2015

Nancy Godby, Executive Director

<p><b>QUALITY OF WORK</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Prepare and distribute Agenda at least two (2) weeks prior to meeting and approved by Board;</li> <li>○ Follows up on outstanding Agenda items within five (5) business days following Board Meetings;</li> <li>○ Maintain Licensee Database;</li> <li>○ Use PowerPoint and projected documents for meetings and have one paper copy of all documents for review, if needed.</li> <li>○ Streamline processes to eliminate paper and mailing of Board Packets.</li> </ul> </li>   <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ Lead a committee that enhances the operation of the Board.</li> </ul> </li> </ul>	<p><b>Meets:</b>        Agenda has been distributed two weeks prior to each meeting and posted on the website.        All Agenda items have been addressed within five business days of each Board Meeting.        The licensee database is more accurate now than it has ever been, and is updated on a daily basis by all board staff members as licensee changes are noted. PowerPoint and presentations have been implemented for every Board Meeting and we continue to streamline the process to eliminate paper and mailings whenever possible.</p> <p><b>Exceeds:</b>        Continue collaboration with CLEAR Administrative Legislative Committee and served as Chair of the Committee during the 2015 Mid-Year Business Meeting. Incorporated information from CLEAR in development of CE Audit Decision Tree.</p>
<p><b>AVAILABILITY FOR WORK</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Utilizes time off appropriately;</li> <li>○ Attends and coordinates Board meetings a minimum of four (4) scheduled board meetings annually;</li> <li>○ Provides prior notice (<i>email is acceptable</i>) to all Board Members of planned vacations and/or time off.</li> <li>○ Maintain ongoing contact and collaboration with Legislature.</li> </ul> </li>   <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ At the Board's discretion.</li> </ul> </li> </ul>	<p><b>Meets:</b>        Collaborates with board staff prior to requesting days off and modified personal schedule to provide for last minute renewals during Christmas and New Year Holidays. Successfully scheduled and arranged for Board Meetings ongoing. Notified Board Members during vacation to remind of absence. Collaborate daily with Association of Boards to determine if action is needed related to the Legislature as well as monitoring of Legislative website for Committee Meeting Notices.</p> <p><b>Exceeds:</b>  <i>(The Board has yet to provide guidance for SMART Goals for the "exceeds" category).</i></p>



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<p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Attends WVSRT Meeting annually as a Speaker to Students, and provide a copy of the Regulations to each student participant on CD;</li> <li>○ Regularly attends Professional Conferences, (<i>such as CLEAR, ASRT Governance Conference, CRCPT, ASTRO, Nuclear Medicine Society-AANMT, ARMRIT, etc.</i>) as deemed appropriate by the Board;</li> <li>○ Attend the WV Association of Licensing Board Meeting annually.</li> </ul> </li> <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ Provide PowerPoint Presentation of any/all meetings detailed in the “meets” category to the Board at the next scheduled meeting.</li> <li>○</li> </ul> </li> </ul>	<p><b>Meets:</b>        Attended the 2014 ASRT Governance Conference, (<i>at no expense to the Board, personal expense</i>); 2014 WVSRT Conference with one (1) presentation geared to Students; 2015 CLEAR Midyear Business Meeting with Committee responsibility as Chair; 2014 Auditor’s Seminar for Boards; Multiple Association of Licensing Board Meetings; Presentation to Wheeling area students in 2014.</p> <p><b>Exceeds:</b>        PowerPoint Presentations have been given for each event as described.</p>
<p><b>MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Delegates tasks to Board Members and Office Staff with follow-up assignments.</li> <li>○ Maintains communication with Board Members and Office Staff throughout the year, (i.e.: Legislation issues, Ethics Issues, etc.);</li> <li>○ Prepares for Legislative Audit visit and Annual Report.</li> </ul> </li> <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ Forward thinking and anticipates Legislative issues in advance of Legislative session.</li> </ul> </li> </ul>	<p><b>Meets:</b>        Collaborates daily with office staff and enlists input on projects. Uploaded documents of interest to Board Members to the Secure Login section of the website (ongoing). Annual Report was uploaded and made available in December 2014.</p> <p><b>Exceeds:</b>        Continuously monitoring for Legislative changes and providing information to Board Members (ongoing).</p>



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<p><b>WORK ENVIRONMENT</b></p> <ul style="list-style-type: none"><li>• Meets:<ul style="list-style-type: none"><li>○ Establish a check list of office duties, (<i>such as cleaning schedules and office equipment maintenance</i>), and verifies completion.</li></ul></li> <li>• Exceeds:<ul style="list-style-type: none"><li>○ Forward thinking processes to streamline office procedures, expedite efficiency and/or reduce overall costs.</li></ul></li></ul>	<p><b>Meets:</b> Completed safety checklist and included with March 12, 2015 Safety Committee Report. Working to identify purchase date and cost for items in need of disposal with planned disposal of broken items in March 2015.</p> <p><b>Exceeds:</b> The efficiency of the Agency is only possible through collaboration and coordinated efforts of both the Executive Director and Administrative Secretary. Through this cooperative effort, the board staff members have been very successful in streamlining office procedures; updating files; maintaining and updating the database daily; converting Corel Word Perfect files to Word and EXCEL files; and adding to the cash reserves of the Agency while keeping within the approved budget.</p>
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WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS  
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## March 12, 2015 Safety Committee Report

### 1. Office Safety

- a. No office accidents or injuries to report;
- b. Batteries were replaced in Smoke Detectors on January 30, 2015;
- c. Toilet was repaired January 28, 2015;
- d. Ceiling Tile in entry waiting area was repaired January 28, 2015;
- e. Self Inspection was revised and documentation completed February 9, 2015.

### 2. FLEET Management

- a. No accidents or injuries to report.

### 3. Lost Days

There were no lost days in 2014 and none for 2015 to date.

Staff members are commended by the Board for their efforts and dedication to ensure continued safety.