

Friday, August 17, 2018

The Maryland Board of Occupational Therapy Practice

Chairperson: Wanda Banks, MA, OTR/L

Via Google Hangout

GENERAL SESSION MINUTES

In Attendance

Members of the Board

Chairperson.....Wanda Banks, MA, OTR/L
Vice Chairperson.....Dan Martin, OTR/L, FAAPM, FASSET, CMTPT/CDN
Secretary.....Kimberly Goodman, MS, OTR/L
OT Member.....Kim Sands, OTD, OTR/L
OTA Member.....Sarah Quirk, COTA/L
Consumer Member.....Marylin Pierre, Esq.
Consumer Member.....E.J. Quinn, Capt. USN (Ret.)

Staff

Executive Director.....Donna Seidel
Assistant Director.....Lauren Murray
Board Counsel.....Carla Boyd

Guests

Boards Director.....Kim Lang

8:45—REVIEW CORRESPONDENCE—CLOSED SESSION

9:00—GENERAL SESSION -- OPEN MEETING

1. Ms. Banks called the meeting to order at 9:03 a.m.
2. Ms. Banks asked for approval of the August General Session Agenda. Ms. Sands made a motion. Mr. Martin seconded it. All were in favor.
3. Ms. Banks asked for approval of the July General Session Minutes. Ms. Quirk made a motion. Ms. Sands seconded it. All were in favor.
4. Ms. Banks asked for approval of ratification of 17 OTs and 8 OTAs from July's Executive Session. Ms. Quirk made a motion. Ms. Sands seconded it. All were in favor.

REPORTS

1. Administrative Reports – FY'19
Staff: Donna Seidel, Lauren Murray
 - a. Google Hangouts

- i. Ms. Murray reviewed the procedures for Google Hangouts. She will add instructions for introductions of attendees and the necessity to use Google Chrome to the procedures.
 - ii. Ms. Seidel asked if attendees should casually interject when someone has a question or statement. Ms. Banks asked if there was an option to indicate that a hand has been raised. While Ms. Murray researches that option, Ms. Sands noted that all those who are attending the meeting via web cam can see if someone has his/her hand raised.
- b. Ms. Murray announced that the Board staff is now keeping track of events with Google Calendar. Ms. Seidel added that this new calendar format is one step towards the Board staff automating its tasks and services.
- c. Ms. Seidel announced that the Board staff has a new set of Out of Office procedures, and Ms. Murray shared the document onscreen.
- d. Update on Online Services
 - i. The new online services are scheduled to go live at the beginning of October.
 - ii. Jo-Ann Lane and Ms. Murray attended the G-Suite Users Conference where they learned how to make a Google Form for online complaints, which puts control of the forms in the office's hands. They hope to have a draft of this form ready for September's meeting.
- e. 2018 Renewal Wrap Up
 - i. Ms. Murray noted that despite a few issues with logging in, the 2018 renewals went quite smoothly. In order to avoid the log-in issue next year, licensees will be directed to register a new username and password.
 - ii. Ms. Seidel asked the Board for their opinions on the 2018 renewals. Ms. Banks said that her friends thought that the renewal process was easy and quick.
- f. 2019 Renewal Planning
 - i. This will be the first year that all licensees will be required to complete the criminal history records check.
 - ii. Beginning in September, 250 licensees per month will be given a 30-day timeframe to complete their fingerprints.
 - iii. Ms. Seidel asked Ms. Boyd about her opinion regarding having the fingerprints completed early. Ms. Boyd applauded the idea, and she noted that some Boards have had delays with fingerprints, so earlier is better.
 - iv. Ms. Murray will send Ms. Boyd copies of bulletins that will be sent to the licensees.

2. Office of Attorney General (OAG)--Carla Boyd

- a. Nothing new to report.
- b. Ms. Boyd hopes to have more information on telehealth by the September meeting.

3. Legislation/Regulations Committee –
Sarah Quirk, COTA

Marylin Pierre, Esquire, Consumer Member

Staff: Donna Seidel, Lauren Murray

- a. Dry Needling Regulation Development, Daniel Martin, OTR/L, FAAPM, FASSET, CMTPT/CDN—Mr. Martin hopes to have a draft of regulations by the September meeting.
- b. Ms. Quirk had nothing new to report.

4. Continuing Education Committee –

Kimberly Goodman, MS, OTR

Kim Sands, OTD, OTR/L

Sarah Quirk, COTA

Staff: Denise Goetz

- a. Nothing to report.

5. Choosing Wisely Ad Hoc Committee—

Daniel Martin, OTR/L, FAAPM, FASSET, CMTPT/CDN

Sarah Quirk, COTA

Staff: Jo-Ann Lane, Lauren Murray

- a. Ms. Quirk asked if the committee should ask the licensees what they would like to know.
- b. Mr. Martin suggested that since Choosing Wisely is geared towards the public, the committee should make the list as pertinent as possible and convey information using both medical terms and layman's terms.
- c. Ms. Seidel suggested for the committee to plan a meeting with staff support. She agreed that all information should be kept current.
- d. Ms. Murray will plan a meeting.

6. Secretary's Report

Kimberly Goodman, MS, OTR/L

Nothing to report

7. Executive Committee--

Wanda Banks, MA, OTR/L

Daniel Martin, OTR/L, FAAPM, FASSET, CMTPT/CDN

Kimberly Goodman, MS, OTR/L

Staff: Donna Seidel, Lauren Murray

1. Correspondence regarding whether a patient receiving both outpatient physical therapy and occupational therapy could be permitted to have OT in the home as leaving the house is too strenuous.
 - a. Ms. Goodman said that this is a billing issue instead of a Board issue. Ms. Quirk agreed.
 - b. Mr. Martin said that this should be posed to an insurance company.
 - c. Ms. Boyd asked about the use of the word "tolerate" in the correspondence. Mr. Martin believed it referred to physical exhaustion and the patient not benefitting from physical therapy or occupational therapy.

- d. Ms. Boyd noted that this could fall under the code of ethics regarding appropriate services and whether services should be terminated.
- e. Ms. Banks said that the OT should have to get an updated referral from the insurance company.
- f. Ms. Murray will send a draft of a response to Ms. Banks and Ms. Boyd.
- g. Mr. Quinn asked why the patient could not schedule the different therapies on different days, but Ms. Banks noted that the Board does not know how often he requires therapy.

UNFINISHED BUSINESS

NEW BUSINESS

- 1.** CAC Meeting, Tuesday and Wednesday, 10/16-10/17/2018,
www.cacenter.org/files/AnnualMeeting2018/Program.pdf

ANNOUNCEMENTS

1. Boards and Commission Chairperson Meeting
 - a. 9/04/18, 10:00 a.m. - noon, Metro Executive Building, Room 110, 4201 Patterson Ave.
 - a. Ms. Banks will update the Board on this meeting in September.
 - b. Ms. Murray will also be attending the meeting.
2. G-Suite Conference
 - a. Ms. Lane and Ms. Murray attended the G-Suite Users Conference, where they learned a great deal about the benefits of using Google-related services.

Ms. Banks adjourned the meeting at 9:56 a.m.