

**SC Radiation Quality Standards Association
Board Meeting
August 21, 2004
9:00 a.m., Pawleys Plantation, Pawleys Island, SC**

Minutes

Welcome and Introductions

President Debra Letizio called the meeting to order at 9:15 a.m. Trustees attending were: Debra Letizio, President; Dr. Roxzanne Breland, Vice President; Wanda Hancock, Secretary-Treasurer; Judy Weathersbee (SCSRT); Gail Alewine (SCSMA); Dr. Bryan Davies, proxy for Dr. Brandon Percival (SCPMA); Gary Martin (SCSRT); Dr. Susan Keeshan (SCMA); Cynthia Waystack (Consumer Member); Karen Sheriff (SCSNM); Dr. Stuart Morgan, proxy for Dr. Ralph Riley (SCAFP); Richard Davis, Capitol Consultants, Inc. and Keely Fagen, Executive Director.

Compliance with Freedom of Information Act

The following Freedom of Information Act (FOI) compliance statement was read: "A notice of this meeting, its time, date and purpose has been posted with the Associated Press and the Governor's Office in accordance with the Freedom of Information Act that the public be notified when the public's business is conducted." A motion was made, seconded and passed to accept the FOI compliance statement.

Open Forum to the Public

President Letizio asked if there was anyone present to address the Board in the open public forum. The policies and procedures for the open forum are as follows:

1. Anyone wishing to address the Board of Directors must sign in prior to the meeting.
2. All of those who have signed in will be granted five minutes to address only those issues listed on the meeting agenda. Comments will be limited to five minutes per person and will be timed by the Executive Director.

Ms. Fagen noted there was no one present to address the Board.

Executive Director's Report

Ms. Fagen reported on the recent renewal process during which more than 3,000 certificates were renewed. A newsletter was used this year to notify technologists to renew. We heard from some certificate holders, including members of SCSRT, that they either did not receive the newsletter/renewal or did not understand that it was their renewal application. SCRQSA will discontinue using the newsletter format for the renewal process and will return to a letter format for notification. The SCSRT also expressed a concern regarding the late fee of \$10, which they felt SCRQSA may have implemented to those that did not receive/understand the newsletter renewal. SCRQSA only charges the late fee after 60 days and only nine (9) late fees were collected during the month of July. Ms. Fagen and Ms. Letizio will work with the SCSRT Board on the issues.

Ms. Fagen reviewed the new SCRQSA website for the Board. A new company was hired to revamp the old website and there are now many additional features. The most

important new feature is that certificate holders may view their status online. This will be an added service to them and also help reduce the number of verification calls to the SCRQSA office. A new Frequently Asked Questions page has been updated for the website as well. Ms. Fagen requested that all Board Members review their contact information on the Board page and to let her know if any information should be removed or changed. Upcoming continuing education classes can also be posted online with links to the respective organizations' websites. A list of all state X-ray boards is also listed on the site.

The Board discussed the possibility of an online renewal process. There would need to be a way for the technologists to enter their CE information and payment. In addition, current ARRT and NMTCB status would need to be verified online. The Board would need to implement a system where a percentage of the renewals were audited to ensure compliance with CE requirements. Ms. Fagen will review this system.

Ms. Fagen presented a new Fax-On-Demand system to the Board for review. The public can call the toll-free number to have applications and information faxed to them. The number is 866-314-9984.

It was suggested to add American Express as an additional credit card for application processing.

Ms. Fagen presented an application from the Greenville Technical College for approval of a Chiropractic program. After review, it was noted that the application did not contain all of the instructors' curriculum vitae, a detailed course outline or example of examinations. A motion was made, seconded and passed to not approve the program as submitted.

The Board discussed the current approved continuing education programs. From year to year, course content and structure could change, in addition to the instructor of the course. A motion was made, seconded and approved to limit the approval period for continuing education courses to one year. Programs may reapply for approval.

Ms. Fagen asked the Board for approval to purchase new office equipment used to stuff envelopes. A motion was made, seconded and approved to spend up to \$2,000 on the equipment.

Ms. Fagen presented the following situation to the Board for clarification: Are Temporary B/CLR-General technologists who are no longer enrolled in their Radiologic Technology two-year program allowed to sit for the State Limited Scope Examination? It was noted that by granting them a temporary certificate after the completion of the curriculum and competency levels of a CLR-General program, the Board would consider this equal to completing the CLR-General program. Students who are no longer enrolled in a two-year program and have a Temporary B/CLR-General certificate will be allowed to sit for the State Limited Scope exam and receive a Permanent certificate upon successful passing of the exam. Candidates have three attempts to pass the exam in a three year time period.

Ms. Fagen will be able to provide the technical college programs with a passing percentage of the Limited Scope exam for their students. This information is helpful for the instructors to evaluate the success of their programs. Individual scores will not be provided to any program. Program directors will need to provide a list of graduates on a yearly basis to the SCRQSA.

President's Report

President Letizio reviewed a report of the 2004 2nd Quarter Exam Scores for the Limited Scope of Practice. She noted that the South Carolina mean scores were above the National mean scores in the Extremities Section of the exam and two of the four Core sections. The 2nd quarter reported represented only 12 examinees.

The ARRT has instituted new Radiography Content Specification for the exam in 2005 and have proposed changes to the Limited Scope Examination by the year 2006. Ms. Letizio distributed a copy of the proposed changes to the Board for review. Any comments may be sent to Ms. Fagen.

Alice Richard Case

President Letizio reviewed a request from Alice Richard in reference to her expired (January 2003) provisional certificate. Ms. Richard indicated to Ms. Fagen she did not know the certificate needed to be renewed as she had been grandfathered. Based on the information provided to the Board at the time of initial application, Ms. Richard would have been required to complete the one-year general program and pass the CLR-General exam. A motion was made, seconded and approved to deny Ms. Richard's request for a certificate. In order to receive certification, she would need to complete an approved one-year program and then sit for the exam.

Scott Looper Case

President Letizio reviewed a request from Scott Looper for a provisional Nuclear Medicine Technologist certificate. Mr. Looper is enrolled in an accredited Nuclear Medicine Technology program and upon graduation plans to sit for the ARRT (N) registry. He is currently ARRT (R)(CT)(QM) certified and performs under a radiologist's supervision. After discussion, the Board noted that Mr. Looper did not need a provisional certificate as he is a student, enrolled in an accredited program working under the supervision of a radiologist and nuclear medicine technologist.

Review Scopes of Practice

The Board will review the limited scopes of practice as needed. Dr. Breland noted that the curriculum of the ACRRT, an SCRQSA approved course for the CLR-Chiropractic certificate, covers chest and extremities but the scope currently does not allow this. The Board discussed the possibility of expanded practice, where CLR-Ch technologists could perform under the supervision of a Radiologic Technologist, complete the competency checklist for a CLR-General and sit for the Limited General exam. It was noted that the student should also enroll in a Limited General program and apply for advanced placement as well. Currently, advanced placement is not offered for the one-year programs. The Board will continue to review the idea of expanded practice.

The Board will research a scope of practice for Bone Densitometry and Hand.

Temporary Certification Process and Requirements

Ms. Fagen reviewed the process for issuing temporary certifications.

- Temporary B/Limited General certificates are issued to graduates of an approved limited program and to 2-year students in an accredited associate degree program who have completed the competency levels of a CLR-General. After a graduate of a one-year program passes the Limited Scope exam, they will receive a Permanent Certificate.
- Temporary B/Nuclear Medicine Technologist certificates are issued to graduates of an accredited Nuclear Medicine Technology program. Following successful passing of the ARRT (N) registry or NMTCB examination, they will receive a permanent certificate.
- Certified Bone Densitometrists will receive a Temporary B certificate after completing the 8-hour SCRQSA approved radiation safety course and machine-specific training. They will receive permanent certification after passing the bone densitometry examination.
- Graduates of accredited associate degree programs will receive a temporary certificate until they show proof of passing the registry.

Treasurer's Report

Ms. Fagen reviewed the current financial report as of July 31, 2004. The total income was \$ 135,795.00 and total expense was \$ 52,169.17. A motion was made, seconded and passed to accept the financial report as information.

Other Business

President Letizio announced to the Board that she would be moving out of state to pursue a new career opportunity at the end of the year. Pursuant to that move, she submitted her resignation as President of the SCRQSA Board of Directors. She has also notified the SC Society of Radiologic Technologists Board as well so that they may appoint a successor for the remainder of her term through July 2005. Her resignation will be effective the end of December 2004. Ms. Letizio thanked the Board for the honor to serve on the Board. The work that the Board accomplished over the past five years has been innovative and essential in improving the quality of healthcare for the citizens of SC.

The next meeting of the Board was scheduled for February 18, 2005. There being no further business, the meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Keely Fagen
Executive Director