



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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BOARD MEETING AGENDA

CAMC Cancer Center, 3415 MacCorkle Ave, SE, Charleston, WV 25304

October 20, 2016 at 5:00PM

- 1. Call Meeting to Order**
- 2. Recognize Guests and New Board Members**
- 3. Establish Quorum**
- 4. Approve Board Meeting Agenda**
- 5. Approval of Draft Board Meeting Minutes**
 - a. August 18, 2016 – Vote**
 - b. August 23, 2016 – Vote**
 - c. September 1, 2016 – Vote**
- 6. Old Business**
 - a. Ethics Committee Update**
 - i. 18-FY-2014 – Received Ethical CEUs**
 - ii. 04-FY-2016 – Received signed Consent Agreements**
 - iii. 05-FY-2016 – Received signed Consent Agreements**
 - iv. 03-FY-2017 – Attended Ethics Committee Meeting**
 - b. PERD Audit Recommendations**
 - i. Duplication of ARRT, NMTCB etc**
 - ii. Consolidate Offices**
 - iii. Enhance Website**
- 7. New Business**
 - a. Ethics Committee consisting of Board Chair Layton, Board Member Justice and Director Browning met on 10-13-16 at the CAMC Cancer Center in Charleston, WV**

- i. 03-FY-2017 – Vote
 - ii. 04-FY-2017 - Vote

- b. Finance Committee consisting of Board Chair Layton, Board Member Justice and Director Browning met on 10-13-16 at the CAMC Cancer Center in Charleston, WV
 - i. August 2016 – Vote

- c. Legislative Committee consisting of Board Chair Layton and Director Browning met at the CAMC Cancer Center on 9/20/2016
 - i. Chapter 30, Article 23 - Vote

- d. Safety Committee consisting of Board Chair Layton, Board Member Snead and Director Browning met on 10-03-16 at the Board Office in Cool Ridge, WV
 - i. Organizational Safety
 - 1. Safety Loss Control Policy – Vote

 - ii. Driver and Vehicle Safety
 - 1. New GPS - Vote
 - 2. Safety Driving Tips
 - a. September
 - b. October
 - 3. No MVA's – Recognition for all Board Members and Staff for safe driving practices

 - iii. Facility Safety
 - 1. Facility Inspection Report - Vote
 - a. EMPLOYER POSTING
 - i. Emergency Phone Numbers
 - ii. Exit signs
 - iii. Update MSDS to SDS
 - b. FIRST AID AND MEDICAL SERVICES
 - i. First Aid Kit
 - c. HAZARDOUS SUBSTANCES POSTINGS
 - i. Post the Hazardous Communications ACT
 - ii. Post Notice to Employees
 - d. SAFETY AND HEALTH TRAINING –
 - i. Complete DOP Hazardous Materials Training
 - e. EXTERIOR BUILDING
 - i. Change T1-11 under soffit
 - f. INTERIOR BUILDING

- i. 10 YR smoke detectors
 - ii. Fire Extinguisher
 - iii. Move furniture and cabinets away from heaters and electrical panels.
 - iv. Move combustibles out of electrical room.
 - iv. Cyber Information Security and Privacy
 - 1. Encryption of Office Desktop Computer
 - 2. Records Backup Plan
 - a. Electronic Files
 - i. State Network Secure Storage in place
 - b. Paper Files
 - i. No back up plan
 - v. Loss
 - 1. No Loss of Property or Time – Recognition for all Board Members and Staff for safe practices
- e. Director's Report
 - i. August 2016 - Vote
 - ii. September 2016 - Vote
- f. Medical Imaging Schools Report
 - i. JRCERT
 - ii. JNCMT
 - iii. Site Visit at WV Northern Community College
- g. ARRT Sanctions List
- h. New Postcards
- i. New E-Mail Address
- j. Enhance Application Process
 - i. Committee to review process
 - ii. Background checks?
 - iii. Report to Board
- k. Consolidate Offices
 - i. Sharon is planning to retire 3/18
 - ii. Location
 - iii. Lease
- l. Additional Staff
 - i. Sharon is planning to 3/1/18
 - ii. Start date 7/1/17
 - iii. Amend Budget - Vote
 - iv. Go Paperless

- v. Train with Sharon
- m. Website
 - i. Review website
 - ii. Enhance website - Vote
- n. Sheath Removal Annual Documentation
 - i. Discontinue - Vote
- o. Continuing Education
 - i. Category A
 - ii. College Classes - Vote
 - iii. Advanced Registries - Vote
- p. Online FAX Service- Vote
- q. Upcoming Training
 - i. P-Card Training - Approved
 - ii. WVSRT Conference – Approved
 - iii. State Auditor’s Seminar – Vote
 - 1. Jamie Browning
 - 2. Tuanya Layton
 - 3. Sherri Snead
 - 4. Rose Trupo
 - 5. Kim Hoffman
- r. Election of Secretary – Vote
- s. Set Goals for the future
- 8. Upcoming Meetings
 - a. November 28, 2016 – Board Meeting - CAMC Memorial Hospital
 - b. November 29, 2016 - State Auditor’s Seminar – Charleston Marriott
 - c. February 23, 2017 – Board Meeting - CAMC Cancer Center
- 9. Adjourn

NOTE:

Meetings will be Noticed five (5) business days in advance. The Agenda will be available 3 business days in advance. New agenda items may be added up to two (2) business days in advance. The Agenda will be available at the Board Office. The Board reserves the option to reorder the Agenda items at the beginning of the meeting.

ADA Notice: *The West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners is committed to providing meeting access through reasonable accommodation under the Americans with Disabilities Act (ADA). Kindly notify the Board prior to the meeting for special accommodations*