



**WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS**

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## **BOARD MEETING AGENDA**

**CAMC Memorial Division, 3200 MacCorkle Ave, SE, Charleston, WV 25304**

**November 28, 2016 at 5:00PM**

- 1. Call Meeting to Order**
- 2. Recognize Guests**
- 3. Establish Quorum (5)**
- 4. Approve Board Meeting Agenda – **Vote****
- 5. Approval of Draft Board Meeting Minutes**
  - a. October 20, 2016 – **Vote****
- 6. Old Business**
  - a. Ethics Committee Update**
    - i. 03-FY-2017 – Received signed Consent Agreements**
  - b. Goals**
    - i. Enhance Application Process**
      - 1. Board Chair Layton, Director Browning and Board Secretary met on 11/16/2016 at CAMC Imaging Center. Follow-up meeting needed.**
    - ii. Consolidate/Relocate Offices**
      - 1. Available locations the same**
    - iii. Enhance Board Website**
      - 1. In progress**
    - iv. Substance Abuse Protocols**
    - v. Add Radiation Therapy Requirements to Rules**

- vi. Add Background Checks to Rules
- vii. Revise Continuing Education Rules
- viii. Facility Safety Concerns
- ix. Digitize Paper Files for secure storage
  - 1. Estimates received
- x. Hire Sharon's replacement (March 31, 2018 Retirement)
  - 1. Budget request submitted

## 7. New Business

- a. Ethics Committee consisting of Board Chair Layton, Board Member Justice and Director Browning met on 11-28-16 at the CAMC Memorial in Charleston, WV
  - i. 05-FY-2017 – **Vote**
- b. Finance Committee consisting of Board Chair Layton, Board Member Justice and Director Browning met on 11-16-16 at the CAMC Imaging Center in Charleston, WV
  - i. September 2016 – **Vote**
  - ii. October 2016 - **Vote**
- c. 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. Employment Practices
    - 1. Harassment Policy - **Sign**
  - ii. Driver and Vehicle Safety
    - 1. Safety Driving Tips
      - a. November
    - 2. No MVA's – Recognition for all Board Members and Staff for safe driving practices
  - iii. Facility Safety
    - 1. Facility Inspection Report – Tabled 10-20-16
  - iv. Cyber Information Security and Privacy
    - 1. Confidentiality Policy - **Sign**
    - 2. Information Security & Privacy Policy - **Sign**

3. Privacy & Security Awareness Training – Auditor’s Seminar
4. Revised Retention Policy – **Vote**
5. Scan Records - **Vote**

v. **Loss**

1. No Loss of Property or Time – Recognition for all Board Members and Staff for safe practices

vi. **Director’s Report**

1. October 2016 – **Vote**

vii. **Investigator Training**

viii. **Scope of Practice – Chronic Care Management - **Vote****

ix. **2% Budget Reduction – **Vote****

x. **Mandatory Tobacco CEUs – **Vote****

xi. **Revised License Certificate – **Vote****

xii. **Upcoming Training**

1. **State Auditor’s Seminar – Approved**

- a. **Jamie Browning**
- b. **Tuanya Layton**
- c. **Sherri Snead**
- d. **Rose Trupo**
- e. **Kim Hoffman**
- f. **Kristi Justice**

xiii. **Set Goals for the future**

**8. Upcoming Meetings**

- a. **November 29, 2016 - State Auditor’s Seminar – Charleston Marriott**
- b. **February 23, 2017 – Board Meeting - CAMC Cancer Center**
- c. **May 18, 2017 - Board Meeting - CAMC Cancer Center**
- d. **August 24, 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*