



**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**

**Thursday, March 22, 2018 at 5:00PM**

1. Call Meeting to Order
2. Recognize Guests
3. Establish Quorum (5)
4. Approve Board Meeting Agenda
  - a. **March 22, 2018 - VOTE**
5. Approve Board Meeting Minutes
  - a. **November 16, 2017 Minutes - VOTE**
6. Old Business
  - a. Ethics Update
    - i. 03-FY-2017
    - ii. 11-FY-2017
    - iii. 12-FY-2017
    - iv. 14-FY-2017
    - v. 02-FY-2018
    - vi. 03-FY-2018
  - b. Administrative Assistant
  - c. Scanning
  - d. Old Office
  - e. New Office
  - f. New Website
  - g. New Application Process
  - h. Legislative Rules

- i. Add Radiation Therapy Requirements
- ii. Add Background Checks
- iii. Revise Continuing Education Audit

7. New Business

**a. Ethics - VOTE**

- i. 04-FY-2018

**b. Finance - VOTE**

- i. October 2017
- ii. November 2017
- iii. December 2017
- iv. January 2018
- v. Move Cost
- vi. Office Expense Comparison

**c. BRIMM Safety Requirements**

- i. Organizational Safety
- ii. Employment Practices
- iii. Driver and Vehicle Safety
- iv. Facility Safety
- v. Cyber Information Security and Privacy
- vi. Loss

**d. Director's Reports**

- i. November 2017
- ii. December 2017
- iii. January 2018
- iv. February 2018

**e. Schools Report**

- i. JRCERT & JRCNMT Update
- ii. Bluefield State College – Accredited 8 years
- iii. JRCERT Revised Standards

**f. Website Conditional Certificate - VOTE**

**g. Website Board Member Information - VOTE**

**h. CT Fusion Test**

- i. Mileage Reimbursement Change
- j. CPRB Employer Verification Form
- k. Retention Policy Annual Review

**l. Office Hours - VOTE**

**m. New Office Purchase Requests - VOTE**

**n. Personnel Raises - VOTE**

**8. Training / Conferences / Inspections**

- a. UC JRCERT Inspection, Charleston – March 29-30, 2018
- b. P-Card Training, Charleston - April 9-10, 2018
- c. OVMC JRCERT Inspection, Wheeling – April 16-17, 2018
- d. SWVCC JRCERT Inspection, Logan – April 23-24, 2018
- e. WVSTO Cash Management Conference, Roanoke WV - April 24-27, 2018
- f. CLEAR Investigator Training, Charleston WV – May 9-11, 2018

**9. Upcoming Board Meetings**

- a. March 22, 2018 – Board Meeting, CAMC Cancer Center
- b. July 26, 2018 – Board Meeting, Board Office
- c. November 15, 2018 – Board Meeting, Board Office
- d. January 17, 2019 – Board Meeting, Board Office
- e. May 23, 2019 – Board Meeting, Board Office
- f. September 26, 2019 – Board Meeting, Board Office

**10. 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*