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I. LIST OF BOARD MEMBERS

BOARD MEMBERSHIP

Mark S. Wilcox, Chairman Radiologic Technologist Term Ends: 6/30/96
CAMC-Memorial Division
3200 MacCorkle Avenue, SE
Charleston, WV 25304
Telephone: (304) 348-9574

Deborah L. Smith, Secretary Radiologic Technologist Term Ends: 6/30/95
CAMC-Women & Children's
800 Pennsylvania Avenue
Charleston, WV 25302
Telephone: (304) 348-2419

Grady M. Bowyer Department of Health Term Ends: 6/30/95
Environmental Health Services
Radiological Health Program
815 Quarrier Street
Charleston, WV 25301
Telephone: (304) 558-3526

Gary Marano, M.D. Radiologist Term Ends: 6/30/95
Radiological Consultants Associates
1000 Locust Avenue
Fairmont, WV 26554
Telephone: (304) 366-2600

NOTATION: Our board consists of seven members. We now have three vacancies, two Radiologists and one Radiologic Technologist. Of the present board members, we have three whose terms ended 6/30/95.

II. BOARD MEETING MINUTES FY 1994-95

RECEIVED
8/31/94 DATE
W. VA. RADIOLOGIC TECHNOLOGY
BOARD OF EXAMINERS

WEST VIRGINIA RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

Room 303
3049 Robert C. Byrd Drive
Beckley, West Virginia 25801

MINUTES
August 10, 1994

Call To Order: The meeting of the West Virginia Radiologic Technology Board of Examiners was held in the Bureau of Radiologic Health, 815 Quarrier Street Suite 418, Charleston, WV on August 10, 1994. The meeting came to order at 5:20 PM.

Members Present: Mark Wilcox, Chairman
Deborah Smith, Board Secretary
Grady Bowyer
Dan Shock
Gary Morano, M.D.

Members Absent: Edward Wheatley, M.D.
Afzal Ahmed, M.D.

Guest Present: Eva Hallis, WVSRT
Millie Yahya, WVSRT
Rodney Kovak, Radiologic Health
Mary Casto, Executive Secretary

Minutes: Minutes of the November 15, 1993 meeting were approved as circulated.

Financial: Mary Casto executive secretary reviewed the Fiscal Year Financial Statement July 1, 1993-July 1, 1994. The closing balance as of July 1, 1994 was \$35,689.06.

J.R.C. Site Visits: Verification of site visit teams:

- A. St. Mary's Hospital - August 24, 1994, Deborah Smith and Grady Bowyer.
- B. Southern WV Community College - September 12 and 13, 1994, Mark Wilcox.
- C. WVU Hospital Radiation Therapy - October 28, 1994, Deborah Smith and Gary Morano, M.D.
- D. Ohio Valley Medical Center - pending date, Don Shock and Mark Wilcox.

Complaints: Reviewed following complaints:

- A. Bradshaw Medical Clinic using unlicensed personnel to take X-rays. A courtesy call was made to the clinic. Further investigation to follow.
- B. A Rainelle clinic (exact location unknown) using unlicensed personnel to take X-rays. Further investigation to follow.

- C. Discussed revocation of license on a licensed technologist convicted of a felony. Follow-up will take place with ARRT.
- D. Raleigh General Cath Lab staff utilization discussed. A letter will be sent to the CEO and Radiology Managers. Mark Wilcox and Grady Bowyer will meet with the Assistant Attorney General to draft letter and discuss issues related to Cath Labs. Board members will be contacted for a vote.
- E. Head, Neck, and Pain Clinic issues were discussed. Board agreed Dental Assistants are within scope of practice. Board to follow-up with a letter.
- F. Discussed Women and Children's Hospital Bone Densitometer. It does emit ionizing radiation, therefore a Radiologic Technologist does need to operate the unit. Operators of this equipment are not exempt from the law. The Board will follow-up with a letter.

SPRE Deborah Smith discussed the impact of SPRE on Programs of Radiologic Technology. SPRE is a federal regulation and will need to be enforced by the Board. The SPRE subcommittees have not finalized the content and everything is in draft.

Legislation Deborah Smith discussed the proposed legislation drafted by the WV Association of Licensure Boards. The Board passed a motion to support the drafted proposal.

Law Change Discussion concerning changing the law to require C.E. and fee structures will be discussed with the Assistant Attorney General along with the WV Association of Licensure Boards proposed legislation.

Board Appointments Dan Shock and Edward Wheatley, MD were reappointed to the Board, for the term ending June 30, 1997.

New Business The board reviewed the Board office hours. Mary Casto's position of part-time vs. full-time status as reviewed. The Board recognized her performance and 10 year dedication to the board members and the profession. Mark will follow-up with the merit increase procedure.

Mark Wilcox discussed changing the design of the certificates and wallet cards.

The Board again has mixed impressions of how complaints should be handled. Mark will meet with the attorney to establish procedure format on complaints and inspections standards for the Board Members.


Election

Election of officers was conducted. Mark Wilcox will continue as Chairman and Deborah Smith as Board Secretary.

Next Meeting

The next meeting will be at the WVSRT State Society's Educational Conference. Board Members agreed to have some of the Board Meetings away from the Charleston area to help accommodate those members who travel long distance. Location to be announced.

Prepared by:


Deborah Smith, Board Secretary

RECEIVED
 6/06/95 DATE
 W. VA. RADIOLOGIC TECHNOLOGY
 BOARD OF EXAMINERS

WEST VIRGINIA RADIOLOGIC TECHNOLOGIST BOARD OF EXAMINERS

**Room 303
 3049 Robert C. Byrd Drive
 Beckley, West Virginia 25801**

MINUTES May 17, 1995

MEMBERS PRESENT:

Mark Wilcox, Chairman
 Deborah Smith, Bd. Secretary
 Grady Bowyer
 Gary Morano, M.D.

MEMBERS EXCUSED:

Edward Wheatley, M.D.
 Afzal Ahmed, M.D.
 Dan Shock

GUEST PRESENT:

Eva Hallis, WVSRT
 Millie Yahya, WVSRT
 Doug Douglas, Asst. Att.
 Mary Casto, Exe. Sec.

The meeting of the West Virginia Radiologic Technologist Board of Examiners was held in the Bureau of Radiologic Health, 815 Quarrier Street Suite 418, Charleston, West Virginia, on May 17, 1995. The meeting came to order at 5:05 pm.

<u>TOPIC</u>	<u>DISCUSSION</u>
Approval of minutes	The minutes of the August 10, 1994 board meeting was approved as circulated.
Financial Reports	Mary Casto, Executive Secretary, reviewed the Fiscal Year Financial reports from August, 1994 - April, 1995. The closing balance as of April, 1995 was \$36,663.72. Note in March, 1995 a three(3) month payment was made to the P/E Insurance Agency. This was attributed to the State Agency converting to an HMO. All financial reports were approved.
Board Resignation	The Board received a resignation letter from Edward Wheatley, M.D. on September, 1994. Recommendations have been submitted to the Governor for an appointment of another Radiologist. Currently, no appointment has been made.

<p>Radiography Program accreditation</p>	<p>The Joint Review Committee and Board of Examiners have accredited three(3) programs:</p> <ol style="list-style-type: none"> 1. Southern West Virginia Community College - 5 years 2. St. Mary's Hospital - 2 years 3. WVU Radiation Therapy - 5 years <p>The Joint Review Committee and Board of Examiners have three (3) site visits in 1995.</p> <ol style="list-style-type: none"> 1. Ohio Valley Medical Center May 5, 1995 Mark Wilcox - inspector 2. University of Charleston July 27 &28, 1995 Grady Bowyer - inspector 3. Wheeling Hospital August 4, 1995 Deborah Smith - inspector
<p>Senate Bill #49</p>	<p>Senate Bill #49 was passed in both the House and Senate this 1995 session, however the Bill was vetoed by the Governor. The State Auditor's office did not have staff, nor funds to audit the boards. If a special session takes place in the fall, adjustments will be made to amend the bill.</p> <p>Ms. Smith discussed the development of a annual report to all licensees. She will talk with members of the WVSRT and request a page for the Board to report in the Mountaineer Tech-Neck. Not all issues are distributed to all technologist, but once a year a complete mailing is done.</p> <p>Ms. Smith reviewed what is being requested for review by the Legislature in the Boards annual reports.</p>

<p>Complaints</p>	<p>Two complaints were discussed.</p> <p>1.) Mary Casto received the call questioning the ability of non-licensed individuals working in doctor's offices to perform radiologic exams. The complaint also mentioned during interviewing of graduates from the National Education Center in Cross Lanes their students are under the impression they can perform Radiologic Exams. Ms. Casto mailed a copy of the Rules and Regulations and Mark Wilcox will further investigate with the National Education Center.</p> <p>2.) Ms. Casto also received a call concerning technologist perform fluoroscopy without the presence of a Radiologist. This is was discussed and determined this is an acceptable practice with established guidelines.</p>
<p>Guidelines for Disciplinary Action</p>	<p>The Board reviewed and discussed with the Assistant Attorney General, Doug Douglas, the Disciplinary Guidelines. The Board approved the Guidelines for disciplinary Action. These are guidelines only.</p>
<p>Technical Changes to the Rules and Regulations</p>	<p>The Board received from the West Virginia Legislature Rule-Making Review Committee a memorandum requesting technical changes . The following changes were identified:</p> <p>Rule 1.7 Change address of Board Office Rule 2.2 Remove conducts examinations Rule 3.2g Remove entire statement results of examination. Rule 3.3 4b.,c.,d. Remove entire sections</p> <p>Each board member is to review and forward all changes to Deborah Smith within the next few weeks. Ms. Smith will discuss with Doug Douglas and then forward to the Rule-Making Committee.</p>

<p>Old Business</p>	<p>The Board reviewed a letter drafted by Mr. Douglas. The Board amended the letter to not only include Cath Labs, but all special procedure facilities. Grady Bowyer will fax Mr. Douglas a list of current Cath Labs and Special Procedure Facilities.</p> <p>Grady Bowyer is going to check with Rodney Kovak about the concerns of Bradshaw and Rainelle.</p> <p>Ms. Casto is going to request a conviction order to be placed in file for James Adams.</p>
<p>Salary increase</p>	<p>The Board reviewed the salary and job description of Mary Casto, Executive Secretary. The title of Administrative Secretary and the salary range was approved. Mr. Wilcox will follow-up with appropriate paper work required.</p>
<p>New Business</p>	<p>Deborah Smith requested that the Board start rewriting the law and all the necessary changes to Senate Bill #49. If the Bill does not pass she requested the Board to attempt getting our own bill together for consideration in 1996. The board discussed having a workshop with the executive committee, discuss with Mr. Douglas changes, and bring back to the next meeting.</p> <p>Deborah Smith requested that the Board members if possible assist the West Virginia Association of Licensure Boards in the Lobbying Fees incurred in 1995.</p>
<p>Election</p>	<p>Election of officers was conducted. Mark Wilcox will continue as Chairman and Deborah Smith as Board Secretary.</p>

Next Meeting	The next meeting of the Board will be at the WVSRT Educational Conference in Lakeview on October 20&21, 1995. Ms. Smith will discuss time with Eva Hallis, Coordinator.
Adjournment	Being no further business the Board adjourned at 7:00 pm.

Prepared by,

Deborah Smith

III. FINANCIAL STATEMENT FOR FY 1994-95

FINANCIAL STATEMENT

Income for 1994-95 FY		\$ 33,124.77
Permanent License Fees	192 issued	5, 670.00
Renewal License Fees	951 issued	19,020.00
Temporary License Fees	104 issued	1,560.00
Reinstatement Fees	44 received	660.00
Change of Name fees	37 received	74.00
Duplicate License Fees	5 issued	10.00
Copies of Rules and Regulations	1 issued	3.00
License List	3 issued	75.00
Miscellaneous		20.00
TOTAL INCOME RECEIVED 1994-95 FY		\$ 27,182.00
TOTAL REVENUE FOR 1994-95		\$ 60,306.70
Disbursements for 1994-95 FY		
001 Payroll		\$ 12,015.36
010 Administrative Fees		154.84
011 Social Security (employer's share)		881.69
012 P/E Insurance Agency		4,068.00
014 Workers' Compensation		66.06
015 Dept. of Employment Security		123.28
016 P/E Retirement System		1,134.55
020 Office & Postal Expense		1,513.51
022 Rent		2,400.00
024 Telephone		501.75
025 Office of the Attorney General		82.50
026 Travel Expense		556.54
032 WV Bd. of Risk & Insurance Management		1,000.00
035 WV Society of Rad. Tech (advertising)		150.00
038 Maintenance Contracts		604.00
Total Disbursements 1994-95 FY		25,252.00
BALANCE IN ACCOUNT #8543-099 AS OF JUNE 30, 1995		\$ 35,054.67

IV. LIST OF ACTIVE LICENSEES BY COUNTY

WEST VIRGINIA RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

Room 303
3049 Robert C. Byrd Dr.
Beckley, West Virginia 25801
(304) 256-6985

Page 1

Active Licensees by County (West Virginia).....1,850

Barbour	6
Berkeley	41
Boone	13
Braxton	8
Brooke	21
Cabell	118
Calhoun	4
Clay	0
Doddridge	3
Fayette	63
Gilmer	0
Grant	5
Greenbrier	30
Hampshire	5
Hancock	22
Harrison	103
Jackson	17
Jefferson	52
Kanawha	276
Lewis	18
Lincoln	6
Logan	46
Marion	54
Marshall	38
Mason	17
McDowell	12
Mingo	10
Mineral	11
Monongalia	171
Monroe	10

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Morgan	7
Nicholas	19
Ohio	95
Pendleton	1
Pleasants	5
Pocahontas	10
Preston	23
Putnam	49
Raleigh	107
Randolph	20
Ritchie	5
Roane	10
Summers	10
Taylor	5
Tucker	6
Tyler	11
Upshur	8
Wayne	24
Webster	4
Wetzel	19
Wirt	8
Wood	101
Wyoming	19

V. COPIES OF APPLICATION FORMS

WEST VIRGINIA RADIOLOGIC TECHNOLOGY
BOARD OF EXAMINERS
ROOM 303
3049 ROBERT C. BYRD DRIVE
BECKLEY, WEST VIRGINIA 25801
(304)-256-6985

APPLICATION FOR RADIOLOGIC TECHNOLOGIST LICENSURE

(Please Print or Type)

PERSONAL INFORMATION

Name: _____ SSN# _____
(Last) (First) (M.I.)

Address: _____
(Street or PO Box)

_____ (County) (City) (State) (Zip Code)

Telephone #: () _____ Marital Status: Single _____ Married _____ Divorced _____ Widowed _____

Gender: Male _____ Female _____ Race/Ethnic Origin: Caucasian/White _____ Negro/Black _____ Asian _____ Hispanic _____ Other _____

Date of Birth: _____ Place of Birth _____
Mo/ Day/ Year (City) (State)

EMPLOYMENT INFORMATION

Employer: Primary _____ Other _____

Address: _____
_____ (County) (City) (State) (Zip) _____ (County) (City) (State) (Zip)

Working as an R.T. _____ Full Time _____ Part Time _____ No. of hours worked per week _____

Setting of Employment: Hospital _____ Private Practice _____ Clinic _____ Other _____

Specialty: Radiographer _____ Radiation Therapist _____ Other _____

Not working as an R.T. _____ (Please circle appropriate number) 3=Working in another field
4=Retired
5=Homemaker
6=Other _____

Have you ever been convicted of a felony in the past ten (10) years in this or any other state?
YES _____ NO _____ (If "yes"), please give particulars and disposition on a separate sheet).

DECLARATION

I declare that the statements made herein and on accompanying papers have been examined by me and to the best of my knowledge and belief are true and correct. I further understand that a false statement knowingly made by me may be the cause for suspension or revocation of any license issued pursuant to this application and for criminal prosecution and punishment.

(DATE)

(SIGNATURE OF APPLICANT)

SECTION I: RENEWAL OF LICENSE (complete page 1 and this section) Fee: \$20.00
-30 days after expiration date of present license: \$35.00

Present License No: _____ Expiration Date: _____

SECTION II: OBTAINING A LICENSE (complete page 1 and this section) Fee: \$30.00

A. Do you have a certificate from the American Registry of Radiologic Technologists?
 yes _____ no _____
 (If "yes", please provide a copy with this application)

B. Name of High School _____ Year Graduated _____
 Address _____ or
 _____ Equivalency No _____

C. Have you successfully completed a 24 month course of study in Radiologic Technology approved by the West Virginia R.T. Board of Examiners, Section 18.1.4 of the Rules and Regulations?
 yes _____ no _____

D. Name & Address of Program _____

E. Dates attended: From, month & year _____ to, month & year _____

F. Have you ever been issued a license by the Board? Yes _____ No _____
 If yes, under what name _____

G. Have you ever been issued a temporary permit by the Board? Yes _____ No _____
 If yes, under what name _____

SECTION III: OBTAINING A TEMPORARY PERMIT Fee: \$15.00
 (complete page 1 and SECTION II Parts B-G)

To obtain a temporary permit, you must qualify and be scheduled for an examination; fill out SECTION II, parts "B" through "G". Please provide a copy of your diploma with this application. If a diploma is not available, provide a transcript of grades along with a letter from the program director verifying completion of the program.

DO YOU WANT A TEMPORARY PERMIT? Yes _____ No _____

Schedule of Fees for Services Rendered by the West Virginia Board of Examiners			
LICENSE FEE	\$30.00	LICENSE RENEWAL FEE	\$20.00
TEMPORARY PERMIT FEE	\$15.00	REINSTATEMENT FEE (DELINQUENTS)	\$15.00
RECIPROCITY FEE	\$25.00	DUPLICATE LICENSE	\$ 2.00
CHANGE OF NAME	\$ 2.00	RULES & REGULATIONS	\$ 3.00