

# WEST VIRGINIA RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

PO BOX 638

1715 FLAT TOP ROAD

COOL RIDGE, WV 25825-0638

Telephone (locally): 304-787-4398 Toll Free (in WV): 877-609-9869 FAX: 304-787-3030

E-Mail: [wvrtboe@charter.net](mailto:wvrtboe@charter.net) Web Site: [www.wvrtboard.org](http://www.wvrtboard.org)

## NEWSLETTER 2003

This newsletter is published and mailed to the licensees so that they may be better informed of the operations of the Board. We encourage you to submit your comments and recommendations to the address above.

### ON-LINE CREDIT CARD RENEWALS

In September, 2003, the Board's office and the WV Treasurer's office put the on-line credit card renewal in operation. An individual can renew their technologist license using Visa, Master Card and Discover card by going to the Board's web page, [www.wvrtboard.org](http://www.wvrtboard.org) and clicking on the "Credit Card on-line Renewals". This is a five (5) step process which, when completed, will allow the technologist to print a Conditional Certificate to allow them to work for seven (7) days until their annual renewal license is processed and mailed from the office. Step 1 is to search for your name. When you find your name and click on the "Renew Now", you will be asked a series of questions (Step 2). If you are not able to answer the first four (4) questions with a "Yes", you can still renew, however, processing of your annual renewal license will be delayed until you submit your CE information to the Board's office. **IF YOU ANSWERED "YES" TO QUESTION # 5, YOU ARE NOT ELIGIBLE TO RENEW EITHER ON-LINE OR THROUGH THE MAIL.** Once these questions are answered and you click "Finish", there will be a screen for you to enter your credit card information (Step 3). Be sure you enter all information correctly. Once completed, click to Purchase License. The credit card will be verified and, if successful, will bring up a screen stating the amount posted to your credit card. Print this screen as your receipt. If the card was rejected, a screen will appear stating that your card did not go through and to contact the office for clarification. Once you clicked the "Print" button and the screen has printed, click the "Continue" button. This will bring up Step 4, your application information. Please verify all information and change any information that is not accurate or up-to-date. This is very important as this is now your application for renewal. If the information is incorrect, this could delay processing of your renewal license. Once everything is verified and correct, click the "Get Conditional Certificate" (Step 5). This will bring up a Conditional Certificate issued to you based on your information under Step 4. This Conditional Certificate will allow you to work for up to seven (7) days while your annual license is being processed and mailed to the address indicated in Step 4. So, be sure the information you enter is accurate.

Another area that will be put in place shortly is a Change of Information section. This section will allow you to notify the Board of changes in your address, employer status, telephone numbers, email addresses, etc. However, a change of name will not be permitted. A change of name requires a copy of your marriage certificate or court document to be submitted to the office. There is a \$ 10.00 fee for a Change of Name on a license.

Remember, the Board is not required to send you an application for renewal. It is your responsibility to keep your license current. The Board sends the renewal notices out as a matter of courtesy and will continue to do so for the foreseeable future.

### IMPORTANT CE INFORMATION FOR LICENSE RENEWAL

All licensed technologist are required to submit evidence of twenty-four (24) hours of continuing education before licenses are renewed. To determine what is required, please read the statements below.

If you are **ACTIVE ARRT**, make a copy of your **active ARRT card** showing continuing education requirements have been met. Submit the copy of the card with your application for renewal and fee. If you have lost your ARRT card, you can go to the ARRT web page ([www.rrt.org](http://www.rrt.org)) and print out and submit your credential information. This is the only documentation you will need to submit for continuing education.

If you are **ACTIVE ARRT AND RENEW ON-LINE**, your CE biennium will be checked by the Board's staff on the ARRT web page. If you are not listed on the ARRT web page, you will need to submit documentation of twelve (12) hours of continuing education earned since your previous renewal or twenty-four (24) hours earned in the previous two (2) years before your annual license can be mailed to you. There are no exceptions to this - **DOCUMENTATION OF CE COMPLIANCE IS REQUIRED.** This CE documentation cannot be hand written information but must be provider certificates or some other official document.

If you are **NON-ACTIVE ARRT OR A GRANDFATHERED LICENSEE**, you must submit documentation that you have obtained twelve (12) hours of continuing education earned since your previous license renewal or twenty-four (24) hours earned in the previous two (2) years. **DOCUMENTATION OF CE COMPLIANCE IS REQUIRED.** This CE documentation cannot be hand written information but must be provider certificates or some other official document.

If the appropriate documentation is not submitted with the renewal application and fee, a renewal license will not be issued until the requirements are met.

### LEGISLATIVE UPDATE

Series 1 Rule was amended and passed by the Legislature in 2003. This legislation eliminated the thirty (30) day grace period before a late fee of \$ 15.00 is assessed. All licenses expire on the last day of the month issued. If your license expires and the postmark is after the expiration date, your license will not be renewed without paying the \$ 15.00 reinstatement fee. Another change was the adding of a delinquent check charge which is the maximum allowed by State law. At the present time, that charge is \$ 25.00.

There was also legislation passed which allows Podiatry Medical Assistants to obtain a permit to perform podiatry foot / ankle radiographs. This legislation is very restrictive in that the assistants must be a member in good standing with the American Association of Podiatry Medical Assistants (ASPMA), take and pass the written examination administered by that group, and maintain an active membership in that organization. The permittee would also have to obtain twenty (20) hours of continuing education per year, as required by ASPMA. The Board's Podiatry

Committee wrote this legislation after several hours of discussion and many hours of research into what other state's require. They felt that, in order to protect the public's health and safety, this legislation would eliminate the use of unlicensed, untrained individuals to perform podiatric radiographs. They felt that they have made the requirements restrictive enough, including the podiatric equipment specifications, so that the public's interest is served and that no RT jobs are sacrificed.

The Board also wrote a new procedural Rule, 18CSR5, which is the **STANDARD OF ETHICS**. This Rule, effective November 28, 2003, establishes a Standard of Practice and Code of Ethics for all licensed technologist / permittees in the State of West Virginia. Violations of the articles of Series 5 can result in disciplinary action against individuals that do not take the profession seriously. This Rule is very similar to the ARRT's Code of Ethics. The Board felt that a Rule of this type needed to be in place to give all individuals covered under the WV Radiologic Technology Board of Examiners guidance in performance of their employment and job duties. This Rule can be obtained from our web page or the Secretary of State's Administrative Law Division.

### **BOARD MEETING HIGHLIGHTS FOR 2003**

#### **Meeting held on March 27, 2003**

Minutes from September 19, 2002 meeting were approved. Financial statements were approved as distributed. Mr. Bowyer & our attorney, Ms. Utt, were asked to develop a complaint procedure for future complaints. Board was informed that the Podiatry legislation passed and is awaiting the Governor's signature, veto or letting it become law without a signature. Mr. Bowyer inquired if the Board's 1995 ruling concerning techs doing fluoro was still in effect. Was informed it was. Board went into Executive Session. Upon return from Executive Session, motion was made, seconded and passed to change status of Complaint A from revoked to inactive. The Standard of Ethics was presented to the Board. After discussion, this matter was tabled until the June meeting so that additional information could be obtained. Mr. Bowyer explained how the on-line credit card renewal would work. Motion was made, second, & passed to authorize Mr. Bowyer to proceed with the on-line renewal at no charge to the licensee. Mr. Bowyer explained how the credit card transactions would work within the office. Mr. Bowyer informed the Board of the JRCERT site visit at St. Mary's Hospital on 3/6-7/2003. Mr. Bowyer informed the Board that 105 students would be graduating from RT schools this spring. Booklets of the laws will be distributed to each student. Board was informed of Dr. Shawn Reesman's appointment to replace Dr. Deardorff and that Mark Wilcox and Jeannie Morris had been reappointed. Discussion was held about the number of meetings per year. Four meetings per year were approved.

#### **Meeting held on June 10, 2003**

Minutes from March 27, 2003 meeting were approved. Financial statements were approved. Two complaints were discussed. Complaint A was still in the Courts and, upon recommendation of Executive Director and our Attorney, Complaint B was dismissed as unsubstantiated. Series 4 Rule was amended and passed by the Board. Mr. Bowyer was directed to make proper filings with the Secretary of State's office. Standard of Ethics and Ethics Review Procedure was discussed, amended and passed. Mr. Bowyer asked if this Rule could be continued until the September meeting so a filing with the Secretary of State's office would not conflict with the Series 4 filing. Filing was delayed until September. Mr. Bowyer stated the Governor vetoed our Series 1 Rule which was bundled with other Rules. Special Session would begin on June 10<sup>th</sup> which the Rule would be introduced again. Mr. Bowyer stated that nine (9) Podiatry offices had their equipment approved so their Podiatry Medical Assistants could make application for a permit from the office. One (1) Podiatry Medical Assistant Permit has been issued. Discussion was held on Radiation Therapy programs. The Board

was notified that there are four (4) non-JRCERT accredited sites participating in clinical education in Radiation Therapy within WV. Mr. Bowyer will arrange inspections of the clinical sites. Further discussion were postponed until the September meeting. The Treasurer's office informed the Board that on-line Credit Card Renewals are on hold until the first of August due to programming problems. There have been ten (10) inter-office credit card transactions. Ms. Bellomy & Dr. Schreiman agreed to be re-appointed. The Governor's office has stated a new lay member will be appointed before September meeting to replace Mr. Heck. Personnel evaluations were made and raises approved for staff. JRCERT site visits at St. Mary's Hospital and WV University Hospitals were discussed. Moment of silence was requested and statement of remembrance for Linda Pauley Hutton was presented by Ms. Bellomy. Mark Wilcox was elected Chairman and Susie Bellomy elected Secretary for FY 2004.

#### **Meeting held on September 23, 2003**

Meeting called to order and new lay member, Grace Peters, introduced. Minutes from June 10, 2003 meeting and financial report approved as submitted. Complaints # 1 - Technologist dismissed for altering ARRT date - Attorney will send letter offering hearing to discuss matter at December Board meeting. Complaint # 2 - LPN doing Bone Densitometry examinations - Letter sent and response indicated facility does not have a Bone Densitometry unit - Case Dismissed. Complaint # 3 - CV techs performing RT duties in Cath lab - information received afternoon of meeting. Investigation will be conducted. Series 1 Rule passed in Special Session, signed by the Governor and effective June 24, 2003. Series 4 Rule went through comment period and implemented August 15, 2003. Series 5 Rule will be sent for Public Comment period. Summary of survey of sixteen (16) therapy facilities was presented. Melissa Haye from Bluefield State College's Radiologic Technologist Program requested something be included in our law about starting new Radiologic Technologist programs. After discussion, decided matter should be referred to JRCERT and Ms. Haye notified. JRCERT site visit scheduled for Mountain State's new Radiologic Technologist program scheduled for November. On-line Credit Card renewals started September 8, 2003. Greg Skinner has replaced Christy Utt as our attorney. Mr. Wilcox, Ms. Bellomy and Ms. Belmont will attend WVSRT and have copies of our Code and Rules for distribution. Discussion of the Provisional license was held and modifications made. The Provisional license matter was discussed at length due to technologist re-entering the field due to the technologist shortage. It was decided that if a license has not been renewed for two years and the licensee has not maintained their ARRT certification, the only way a person can obtain a license again is to take and pass either the ARRT examination or the West Virginia examination. This is a similar measure that is in effect by the ARRT.

#### **Meeting held on December 2, 2003**

Minutes from September 23, 2003 meeting and Financial report approved. Approval given to have one (1) dinner meeting per year in December. Complaint # 1 - Altering ARRT card - Consent agreement reached resulting in license suspension for three (3) years. Complaint # 2 - CV techs - Responses received from two (2) cath labs in question are unacceptable. Although the Board has a definition of Radiologic Technology with all the components, it lacks detail. A Committee was formed to research and adopt a specific definition of Radiologic Technology and send to all cath labs upon completion. Complaint # 3 - misdemeanor conviction for drug theft - certified letter sent to provide opportunity for hearing. Complaint # 4 - Physician requiring LPN to do Bone Densitometry examinations - LPN called stating her employer was requiring her to perform Bone Densitometry examinations. Letters sent to the LPN from Executive Director, our attorney, Greg Skinner, and Lanette Anderson, Executive Secretary of the LPN Board explaining that it is a violation of the law for an LPN to operate radiation equipment without being licensed from our Board. LPN informed Board that physician has hired RT to perform bone densitometry exam. Complaint # 4 was dismissed. Ethics Rule, Series 5, went through public comment period, thirty (30) day waiting period and was effective on November 28, 2003. Attorney Skinner informed the Board that they do not have jurisdiction over schools located out-of-state that have clinical sites within

WV. Mountain State University's site visit was conducted in November with a very good post visit report. Board was informed Southern WV Community and Technical College is considering starting a Radiation Therapy program and wanted to know if JRCERT accreditation would be required. The Board stated that the law states JRCERT accreditation or equivalent. Since no equivalent accrediting body has been identified, it was determined that JRCERT accreditation would be required. The Board was informed the University of Charleston's Radiologic Technologist program's accreditation had been increased to eight (8) years and St. Mary's Hospitals program had been placed on probation. Announcement was made of resignation of Glora Crouch from the Board due to change in employment. The Board had a lengthy discussion and voted to recommend Jamie Browning as a replacement to the Governor. A letter was presented that Dr. Schreiman had received from Robert Smith of the WV Radiology Society concerning Radiologist Assistants. Mr. Wilcox will contact him for further information.

### SCHOOL INSPECTIONS HELD 2003

St. Mary's Hospital - March 6-7, 2003 - Probation  
 WV University Hospitals - May 1-2, 2003 - Pending  
 Mountain State University - November 10-11, 2003 - Pending

### COMPLAINT INFORMATION

The Board's Executive Director actively investigates any and all complaints reported to the office. These complaints can range from a simple misunderstanding of the law to a blatant violation of the law. As licensed technologists, everyone has an obligation to police your chosen profession. If you are aware of a violation of the WV Code or any of the rules, it is your moral and ethical responsibility to report these violations to the proper authorities. Reporting the infractions does not stop with a simple letter, but a willingness to stand up for your profession and be willing to testify, if needed. All efforts will be taken to try and maintain your confidentiality, however, you may be required to testify at a Board hearing or even appear in court. **Regardless, you must be willing to fight for your jobs and professionalism.**

### SUMMARY OF COMPLAINTS/INVESTIGATIONS

1. Case # 03 - FY 2003 - Doctor having nurse take finger bone densitometry examinations. Doctor sent letter that he does all examinations. - Case dismissed.
2. Case # 04 - FY 2003 - CV techs performing duties of RT's in cath lab. Letter on file from Director of Medical Imaging informing Board of change in policy. Case dismissed.
3. Case # 01 - FY 2004 - Non-licensed individual operating bone densitometry unit. Letter from facility with name of licensed technologist that operates unit. - Case dismissed
4. Case # 02 - FY 2004 - ARRT revoked due to altering of expiration date. Consent Agreement reached for suspension of State license for three (3) years and reimbursement of cost of investigation.
5. Case # 03 - FY 2004 - LPN performing Bone Densitometry exams. Letter from doctor stating they do not have bone densitometry unit. Case dismissed.
6. Case # 04 - FY 2004 - Facility using unlicensed individuals in Cath lab. Case pending.
7. Case # 05 - FY 2004 - Facility using unlicensed individuals in Cath lab. Case pending.
8. Case # 06 - FY 2004 - Misdemeanor conviction of possession of controlled substance and petit larceny. Voluntarily surrendered

license. Case closed.

### BOARD MEMBERS

Mark Wilcox, Chairman  
 Radiologic Technologist  
 (304) 766-3808

Susan Bellomy, Secretary  
 Radiologic Technologist  
 (304) 526-1107

Alice S. Belmont  
 Radiologic Technologist  
 (304) 293-1849

Judith S. Schreiman, M.D.  
 Radiologist  
 (304) 293-8012

Jeffrey C. Dameron, M.D.  
 Radiologist  
 (304) 344-3457

Shawn Reesman, M.D.  
 Radiologist  
 (304) 256-4137

Jeanne Morris  
 Lay Member  
 (304) 743-4681

Grace L. Peters  
 Lay Member  
 (304) 949-3790

Vacant  
 Department of Health Representative

### STAFF

Grady M. Bowyer, R.T. (R), Executive Director  
 Carol Blosser, Administrative Secretary

### FINANCIAL INFORMATION

Beginning Balance as of July 1, 2001	\$ 58,173.00
Income Received FY 2001-02	\$ 121,185.00
Total Revenue for FY 2001-02	\$ 179,358.00
Disbursements for FY 2001-02	\$ <u>135,506.99</u>
Balance in account as of 6/30/02	\$ 43,851.01

### LICENSES ISSUED FY 2001-02

Permanent Licenses:	248 issued
Renewal Licenses:	1,975 issued
Podiatry Permits:	1 issued
Probationary License:	12 issued
Reinstatement:	59 issued
Temporary Licenses:	72 issued
Duplicate Licenses:	1 issued
Name change Fees:	6 issued
Roster of Licensees	5 issued
Fee for WV Examination	3 issued

### ADDITIONAL INFORMATION

Be sure to go to our web page for on-line renewal of your license, important information, license searches, pending legislation, etc. The address is:

[HTTP://WWW.WVRTBOARD.ORG](http://www.wvrtboard.org)