

WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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NEWSLETTER 2009

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

FROM CHAIRPERSON, ALICE BELMONT

Once again, it has been my pleasure to serve as Chairperson for the WV Medical Imaging & Radiation Therapy Technology Board of Examiners. The ever increasing pattern of achievement ultimately raises the bar for those who choose imaging and therapy careers in the healthcare facilities of WV and adds to the element of protection for the WV public, which we are obligated to uphold. I want to thank all of the Board members who have and are serving. They have performed the leg work necessary to carve out meaningful language to present to the legislature. This is demonstrated by active and dedicated Board members from the lay community, radiography education, physician and Radiologists, as well as representatives from a variety of the imaging modalities, including Radiography, Nuclear Medicine, and Magnetic Resonance Imaging. We have been working together to propose creative and innovative recommendations that culminate in improved processes and legislative language. The Executive Director, Grady Bowyer, and Administrative Secretary, Randy Fink, have been available to you for information, support, and leadership in their roles. They have brought positive new processes into the office and to the licensees via the website. It is with both humility and inspiration that I look back on the achievements of 2009 and forward to the proposed work of 2010, knowing that you, the WV public, are represented by a cohesive group of West Virginians who believe in the importance of preparation through accredited educational programs and continued competence by evidence of life long learning in the ever expanding medical imaging and radiation therapy fields

NEW LICENSE APPLICATIONS

The Board, working with the Matt Ellison and James Doughty with the WV Treasurer's office, now have a process in place to allow qualified individuals to obtain their original medical imaging and radiation therapy license on-line via credit card. The individual must be registered by either the ARRT or NMTCB and listed on their respective web pages in order to obtain a license. There are a series of questions each individual must answer before being allowed to proceed. Once the individual has completed the on-line process, they will receive a conditional certificate which will allow them to start work while the office confirms their eligibility and mails the license. This works very well, especially for graduates that have passed their certification examinations. There are several safeguards built into the system to prevent uncertified individuals from obtaining a license. Answering any of the questions untruthfully could jeopardize the individuals licensing status and also their certification status with their credentialing organization.

LICENSE RENEWAL APPLICATIONS

The Board has stopped sending license renewal applications to the licensee due to new postal regulations and costs. Instead, a postcard is being mailed approximately seven (7) weeks prior to expiration of the license to the individual. The majority of the licensees now go on-line to the Board's web page, www.wvrtboard.org, and renew their license by credit card. Credit cards being accepted are Visa, Master Card, Discover, American Express, Diners and bank debit cards. The office must be able to verify your Continuing Education credits through the ARRT or NMTCB web pages. Your name **MUST** be listed on one of these web pages or you will need to send documentation of your CE's to the office before your renewal license will be issued. Please verify that your name is listed on one of the web pages and you are not on CE probation. If you are not listed or on CE probation, you will need to mail or fax documentation of your CE's to the office before we will process the renewal application. The on-line process is very simple and user-friendly. It is a secure web site through the WV Treasurer's office and allows you to obtain a conditional certificate which is good for seven (7) days. The conditional certificate will allow you to work until you receive your renewal license. If you do not have access to a computer at home or work, you can call the office and request an application be mailed to you. Your employer can download one for you from our web page. The renewal fee is the same regardless of whether you do it on-line or mail a check to the office. But, the **BIG** advantage is that the turn-around time is a matter of minutes instead of days with a mailed-in application so you can legally continue working since you have a Conditional Certificate stating you have renewed your license.

NEW PROCEDURE COMING

The Board has been working with the WV Treasurer's office on an application to allow graduates of **West Virginia schools** of Medical Imaging and Radiation Therapy to obtain a temporary permit on-line using a credit card. The process is almost complete and it is the hope of the Board that this will roll out by May 1, 2010 to enable the 2010 graduates to obtain the permit on-line. Once the process is complete, you will be able to print out a completion confirmation with a confirmation number on it. By obtaining the temporary permit in this fashion, the paperwork and time needed to enter the data into our database is greatly reduced and less chance of error. If the graduate is a new graduate, the temporary permit will be mailed from the office the day before graduation, thus allowing you to go to work the day after your graduation. If you have already graduated and took some time off, your temporary permit will be mailed within three (3) business days upon verification of the information. **The temporary permit must be obtained within six (6) months of graduation and cannot be renewed.**

The way this process is being set up will require that each school will be assigned a number and, which, in turn, will assign all eligible graduates a number. The schools will be required (as has been done in the past) to submit a letter to the Board identifying the eligible graduates along with their assigned numbers. This information will need to be entered into the on-line process along with their graduation date. There will also be a series of questions that will need answered truthfully. If a person attempts to obtain a temporary permit that isn't eligible by using false information, they will be jeopardizing their chance to obtain a license upon certification. This would be a violation of the Code of Ethics. Therefore, do not attempt to obtain a temporary permit unless you are qualified.

The Executive Director will be in touch with each school prior to the implementation date to discuss this process.

NEW INTER-OFFICE PROCEDURES COMING

The Board is also working with the WV Treasurer's office to implement a lock-box procedure to enable all checks for licenses to be sent to a post office box in Charleston. The Treasurer's office will open the envelopes, scan all material submitted, deposit the check immediately into the Board's account and submit the paper application and supporting documents to the office via a secure internet connection. We are hoping this procedure will be implemented by April 1, 2010.

The Board is also seeking permission for the WV Department of Administration and the WV Department of Archives and History to reduce the amount of paper maintained in the office for each licensee. All information submitted for a license and a renewal have been retained for each individual since the Board's laws were implemented in 1978. The proposal being submitted for approval is that all of the original license applications and qualifying documentation will be retained for seventy five (75) years or the licensee's death. The renewal application and supporting documentation for the past five (5) years will be retained along with any other historical documents (such as name change documents). All other documents between the original license and six years back will be shredded by a cross-cut shredder.

IMPORTANT CE INFORMATION FOR LICENSE RENEWAL

All licensed technologists are required to submit evidence of twenty-four (24) hours of continuing education earned in the previous two (2) years before licenses are renewed. To determine what is required, please read the statements below.

If you are **ACTIVE ARRT or NMTCB**, and you mail your application to the office, make a copy of your **active ARRT or NMTCB 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.arrrt.org) and print out and submit your credential information. This is the only documentation you will need to submit for continuing education. If this documentation is not submitted, our application and check will be returned as **INCOMPLETE**. If this causes your license to expire, you will be charged an additional fee of \$ 25.00 and your employer will be notified that you do not have a valid license and cannot legally work as a medical imaging or radiation therapy technologist in West Virginia.

If you are **ACTIVE ARRT OR NMTCB AND RENEW ON-LINE**, your CE biennium will be checked by the Board's staff on the ARRT or NMTCB web page. If you are not listed on these web pages, you will need to submit documentation of twelve (12) hours of continuing education immediately to the office. Your license will not be issued until CE documentation is verified. The CE's must have been 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 CE documentation is not submitted or verified, the application and fee will be returned to you, or, in the case of on-line renewals, will be credited back to your credit card. A renewal license will not be issued until the requirements are met.

BOARD MEETINGS FOR 2009

YOU CAN OBTAIN THE MINUTES FROM THE BOARD MEETINGS FOR THIS NEWSLETTER FROM OUR WEB PAGE'S "**FOR YOUR INFORMATION**" SECTION

SCHOOL INSPECTIONS HELD 2009

THERE WERE NO SCHOOL SITE VISITS PERFORMED IN FY 2009. THE SCHOOL SITE VISITS ARE DETERMINED BY THE SCHOOL'S ACCREDITATION AGENCY, JRCERT OR JRCNMT.

ETHICS COMMITTEE

The ethics committee is a committee appointed from within the board to review all complaints in regard to professional issues that have been reported to the board of examiners. The purpose of this committee is to review all issues and make recommendations to the full board of examiners about what course of action should be taken concerning the complaint or, if the complaint does not warrant any actions, recommend it be dismissed. **ALL** final decisions are made by the full board upon this recommendation, and they can be either agreed on or other recommendations may be decided upon after discussion. After this is completed by the board, the executive director and board's attorney follow the procedure to present the consequences to the technologist per the rules of the board.

It is strongly urged that each technologist in the State of West Virginia follow the ethics of the profession and to ultimately provide the very best patient care to all patients that we serve. Also, all students are urged to learn about ethics and to model them for fellow students and technologists in the clinical education settings in which they are assigned. Ethics is a professional responsibility by all technologists and should be followed. Ethics defined states that it is a "*system of moral principles: the ethics of a culture*"; "*the rules of conduct recognized in respect to a particular class of human actions or a particular group, culture, etc.: medical ethics...*" As professionals we all are encouraged to follow the ASRT Code of Ethics for the Imaging Sciences. Imaging managers, program directors and faculty stress the importance of following these codes to promote professionalism and to ensure optimum patient care.

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 legal, 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 FY 2009

YOU CAN OBTAIN THE COMPLAINT SUMMARY IN THE MINUTES FROM THE BOARD MEETINGS OR FROM THE ANNUAL REPORT FOR THIS NEWSLETTER FROM OUR WEB PAGE'S IN THE "FOR YOUR INFORMATION" SECTION

AWARDS

The Board's staff has been working with the WV Auditor's office to streamline their inter-office procedures for bill paying. The WV Auditor's office has recognized these efforts with a couple of awards. The Executive Director was awarded the P-Card Coordinator of the Year award at the Auditor's purchasing card meeting at Snowshoe in September, 2009. This award was presented because of the Executive Director's efforts to streamline the payment process to vendors by utilizing the Visa payment card for all eligible purchases. The office was also recognized by the Auditor's office at the WV Purchasing Conference at Canaan Valley State Park for their efforts of being the first Chapter 30 licensing Board in WV to upload images of invoices to the Auditor for payment. This procedure has decreased the payment time of invoices and, whereas the Administrative Secretary no longer has to mail the invoices, this has reduced the postage expenses tremendously at the office.

BOARD MEMBERS

Alice Belmont, Chairperson	Radiologic Technologist
Melissa Haye, Secretary	Radiologic Technologist
Nancy Godby	Radiologic Technologist
Jim Wilson	Nuclear Medicine
Nancy Oughton	MRI
I. Elaine Moore, M.D.	Licensed Physician
Robert Smith, M.D.	Radiologist
Fred Gabriele, M.D.	Radiologist
Jamie Browning	Department of Health Representative
Jeanne Morris	Lay Member
Grace L. Peters	Lay Member

STAFF

Grady M. Bowyer, R.T. (R)	Executive Director
Randy Fink	Administrative Secretary

FINANCIAL INFORMATION

Beginning Balance as of July 1, 2008	\$ 73,054.48
Income Received FY 2009	\$ 196,186.60
Total Revenue for FY 2009	\$ 269,241.08
Disbursements for FY 2009	\$ 171,606.90
Balance in account as of June 30, 2009	\$ 97,634.18

LICENSES ISSUED FY 2009

Permanent Licenses:	238 issued
Renewal Licenses:	2,529 issued
Podiatry Permits:	12 issued
Probationary Licenses:	1 issued
Reinstatement:	151 issued
Temporary Licenses:	62 issued
Duplicate Licenses:	10 issued
Name change Fees:	1 issued
Roster of Licensees	1 issued

ADDITIONAL INFORMATION

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

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