



STATE OF WISCONSIN

Department of Safety and Professional Services
1400 E Washington Ave.
Madison WI 53703

Governor Scott Walker

Secretary Dave Ross

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Madison WI 53708-8935

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COUNCIL ON PHYSICIAN ASSISTANTS
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Tom Ryan (608) 261-2378
June 6, 2013

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A.** Introduction of New Council Members
- B.** Recognition of Council Members
- C.** Adoption of Agenda (1-4)
- D.** Approval of Minutes – June 21, 2012 (5-8)
- E. Election of Officers and Council Appointments/Liaisons (9-10)**
 - 1) Review Current Council Makeup and Term of Office Length (11-12)
- F. Administrative Updates**
 - 1) Staff Changes
 - 2) Paperless Initiative (13-26)
 - 3) Other
- G. MED 8 Revisions (27-30)**
 - 1) Discuss and Review Proposed Changes and Progress
 - 2) Discussion of the Next Steps
- H. PA Council Presence at MEB Meetings**
 - 1) Review and Discuss PA Council Attendance at the Monthly MEB Meetings and Consider Endorsing a Representative to Speak for the Council
 - 2) Review the Possibility of Pursuing a PA Seat on the MEB
- I. Education or Workforce Barriers to PA Practice (31-32)**
 - 1) Review and Discuss Educational or Workforce Barriers to PA Practice
- J.** DLSC Matters
- K.** Education and Examination Matters
- L.** Practice Matters

M. Informational Items

N. Items Added After Preparation of Agenda

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Final Decisions
- 5) Disciplinary Matters
- 6) Executive Director Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Class 1 Hearing(s)
- 10) Practice Matters
- 11) Legislation/Administrative Rule Matters
- 12) Liaison Report(s)
- 13) Informational Item(s)
- 14) Speaking Engagement(s), Travel, or Public Relation Request(s)

O. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (Wis. Stat. § 19.85 (1) (a)); consider closing disciplinary investigation with administrative warning (Wis. Stat. § 19.85 (1) (b), and Wis. Stat. § 440.205); consider individual histories or disciplinary data (Wis. Stat. § 19.85 (1) (f)); and to confer with legal counsel (Wis. Stat. § 19.85 (1) (g))

P. 11:30 A.M. – Conduct Oral Examination for 1 Candidate (33-34)

Q. Deliberation of Items Received After Preparation of the Agenda

- 1) Disciplinary Matters
- 2) Education and Examination Matters
- 3) Credentialing Matters
- 4) Class 1 Hearings
- 5) Monitoring Matters
- 6) Professional Assistance Procedure (PAP) Matters
- 7) Petition(s) for Summary Suspensions
- 8) Petition(s) for Extension of Time
- 9) Proposed Stipulations, Final Decisions and Orders
- 10) Proposed Stipulations, Final Decisions and Orders
- 11) Proposed Decisions
- 12) Matters Relating to Costs
- 13) Motions
- 14) Petitions for Rehearing
- 15) Formal Complaints
- 16) Case Closings
- 17) Appearances from Requests Received or Renewed

R. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- S.** Voting on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- T.** Consideration of any Open Session Items not Reviewed/Discussed Prior to Convening to Closed Session.

ADJOURNMENT

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**COUNCIL ON PHYSICIAN ASSISTANTS
JUNE 21, 2012
MINUTES**

PRESENT: Anne Hletko, Michael Tonne (via teleconference), Jody Wilkins
EXCUSED: Jerry Noack, Mary Pangman Schmitt
STAFF: Tom Ryan, Executive Director; Sandy Nowack, Legal Counsel (via teleconference); Karen Rude-Evans, Bureau Assistant
GUEST: Lou Falligant, WAPA

CALL TO ORDER

Anne Hletko, Chair, called the meeting to order at 9:17 a.m. A quorum of three (3) members was confirmed.

INTRODUCTION OF NEW COUNCIL MEMBERS

Anne Hletko welcomed Jody Wilkins to the Council. Mr. Wilkins gave a brief history of his background.

RECOGNITION OF COUNCIL MEMBERS

Tom Ryan recognized Anne Hletko for her work on Chapter MED 8 and thanked Michael Tonne for his service to the Council.

ADOPTION OF AGENDA

MOTION: Anne Hletko moved, seconded by Michael Tonne, to approve the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES FROM JUNE 23, 2011

MOTION: Michael Tonne moved, seconded by Michael Tonne, to approve the minutes from June 23, 2011 as written. Motion carried unanimously.

ELECTION OF OFFICERS

Ann Hletko was re-elected Chair by unanimous vote.

Anne Hletko nominated Jody Wilkins for Vice Chair.

Tom Ryan called for nominations a total of three times. Hearing no other nominations, a vote was called.

Jody Wilkins was elected Vice Chair by unanimous vote.

Anne Hletko nominated Michael Tonne for Secretary.

Tom Ryan called for nominations a total of three times. Hearing no other nominations, a vote was called.

Michael Tonne was elected Secretary by unanimous vote.

2012 ELECTION RESULTS	
Chair	Anne Hletko
Vice Chair	Jody Wilkins
Secretary	Michael Tonne

COUNCIL APPOINTMENTS AND ALTERNATES

- Representative at the Medical Examining Board Meetings and Interaction with the MEB – Anne Hletko
- Credentialing Liaison – Jody Wilkins, Anne Hletko (alternate)
- Legislative Liaison – Anne Hletko
- Examination Liaison/Panel – Jody Wilkins
- Newsletter Coordinator – Anne Hletko
- Practice Question Procedure and Board Contact – Anne Hletko
- Travel Liaison – Anne Hletko
- Liaison to the office of Education and Examinations – Jody Wilkins

SECRETARY MATTERS

No report at this time.

EXECUTIVE DIRECTOR MATTERS

Annual Policy Review

Tom Ryan briefly reviewed the DSPS policies with the Council. Council members were asked to complete and return the signature page.

Delegation Motion

MOTION: Jody Wilkins moved, seconded by Michael Tonne, to delegate authority to the Chair of the Council, highest ranking officer, or longest serving member of the Council, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Council in accordance with the law. Motion carried unanimously.

ITEMS FOR COUNCIL DISCUSSION

Changes to Council Structure and Tenure

The members reviewed the changes to the Council in 2011 Wisconsin Act 146.

§15.407(2)(c) is amended to read:

Three physician assistants selected by the medical examining board for staggered ~~2-year~~
4-year terms.

§15.407(2)(d) is created to read:

One person who teaches physician assistants and is selected by the medical examining board for a 4-year term.

Legal Counsel Sandy Nowack will research whether or not these changes effect the current appointments to the Council.

FSMB Membership

The Council members reviewed the 2012 FSMB bylaws. Tom Ryan contacted the FSMB and was informed that non-licensing authorities are not eligible for membership; however the representative stated the bylaws could be changed. The Council took no action at this time.

Wis. Admin. Code Chapter MED 8 Update

Council members, Legal Counsel Sandy Nowack and Lou Falligant, WAPA, reviewed the draft of Chapter MED 8 concerning increasing the ratio of PA to physician from 2:1 to 4:1, and clarifying the nature of supervision. Lou Falligant expressed his concern with the increased volume of supervision requirements.

INFORMATIONAL ITEMS

None.

NEW/OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

CONVENE TO CLOSED SESSION

The Council did not convene to closed session as there was no closed business to discuss.

OTHER/NEW BUSINESS

None.

ADJOURNMENT

MOTION: Michael Tonne moved, seconded by Jody Wilkins, to adjourn. Motion carried unanimously.

The meeting adjourned at 11:07 a.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Karen Rude-Evans on behalf of Executive Director Tom Ryan		2) Date When Request Submitted: 5/16/2013 <small>Items will be considered late if submitted after 4:30 p.m. and less than:</small> <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 									
3) Name of Board, Committee, Council, Sections: Council on Physician Assistants											
4) Meeting Date: June 6, 2013	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Election of Officers and Board Appointments									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:									
10) Describe the issue and action that should be addressed: Election of officers and Board Appointments for 2013. The current officers are: Chair - Anne Hletko Vice Chair - Jody Wilkins Secretary - Michael Tonne Current Appointment/Liaisons are: Representative at the Medical Examining Board meetings and interaction with the MEB - Anne Hletko Credentialing Liaison - Jody Wilkins, Anne Hletko (alternate) Legislative Liaison - Anne Hletko Examination Liaison/Panel - Jody Wilkins Newsletter Coordinator - Anne Hletko Practice Question Procedure and Board Contact - Anne Hletko Travel Liaison - Anne Hletko Liaison to the Office of Education and Examinations - Jody Wilkins											
11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Karen Rude-Evans</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;">5/16/2013</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				Karen Rude-Evans	5/16/2013	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date	
Karen Rude-Evans	5/16/2013										
Signature of person making this request	Date										
Supervisor (if required)	Date										
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date											
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											

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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

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Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 			
3) Name of Board, Committee, Council, Sections: Council on Physician Assistanta			
4) Meeting Date: June 6, 2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Review Current Council Makeup and Term of Office Length	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Review current Council makeup and term of office length.			
11) Authorization			
Karen Rude-Evans		5/15/2013	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
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Wisconsin Department of Safety and Professional Services
 Division of Board Services
 Date: 5/20/2013

Council on Physician Assistants

Total Seats: 5

Board Members

Name	Position			
Barrett, Jeremiah L	Educator Member Status: ACTIVE Expires: 7/1/2016 Replaces: Noack, Jerry J			
Doyle, Julie A	Physician Assistant Member Status: ACTIVE Expires: 7/1/2014 Replaces:			
Hletko, Anne B Chairperson	Physician Assistant Member Status: ACTIVE Expires: 7/1/2011 Replaces: Hletko, Anne B			
Pangman Schmitt, Mary	Public Member Status: ACTIVE Expires: 7/1/2008 Replaces:			
Wilkins, Jody L Vice Chairperson	Physician Assistant Member Status: ACTIVE Expires: 7/1/2013 Replaces:			

Department Personnel

Name	Position
Ryan, Thomas	Bureau Director
McGowan, Yolanda	Legal Counsel
Rude-Evans, Karen	Bureau Assistant

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

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3) Name of Board, Committee, Council, Sections: Council of Physician Assistants			
4) Meeting Date: June 6, 2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Paperless Initiative	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Brief presentation of how Council members can sign up for SharePoint access as a part of the paperless initiative, as well as instructions for using DSPPS laptops.			
11) Authorization			
Karen Rude-Evans			
Signature of person making this request			Date
Supervisor (if required)			Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			Date
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

How to register for a username/password on <http://register.wisconsin.gov> .

In order to access the Board SharePoint site, Board Members must obtain a State of WI/DOA username/password from this site <http://register.wisconsin.gov> . Once registered, Board Members will be provided a DOA credential under the Wisconsin External (wiext) domain. This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

DOA/Wisconsin Logon Management System

The DOA/Wisconsin Logon Management System allows authorized individuals to access many DOA Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DOA/Wisconsin Logon and password to access DOA/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

Sign Up for your DOA/Wisconsin Logon

Self Registration (Request a DOA/Wisconsin Logon and Password.)

Self Registration allows you to create your **personal** DOA/Wisconsin Logon. This is your key to doing secure business with DOA over the Internet.

Change / Update Your Information

Profile Management allows you to change your account information, e-mail address and other information.

Change Your Password

Password Management allows you to change your password.

Forgot Your Logon ID or Password?

Logon ID/Password Recovery allows you to recover a forgotten DOA/Wisconsin Logon and/or Password.

Updated February 6, 2009
DOA/Wisconsin Logon Management System
Direct Contact: [BISS@DOA](mailto:BISS@DOA.wisconsin.gov)
Content Contact: [BISS@DOA](mailto:BISS@DOA.wisconsin.gov)

[Wisconsin.gov](#) | [Search](#) | [Legal](#) | [DOA Home](#)

Not sure if you already have DOA/State of WI account?

Use the 'Forgot Your Logon ID or Password' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'

Account Creation

* Indicates Required Field

Profile Information

First Name *

Middle Initial *

Last Name *

Suffix

E-Mail *

Phone ext.

Mailing Address

Street Address

City

State/Province

Zip Code

Systems You Will Access

Use your mouse to highlight the system that you want to access.

Systems *

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID *

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

Password *

Re-enter Password *

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

Secret Question *

Secret Answer *

Verification

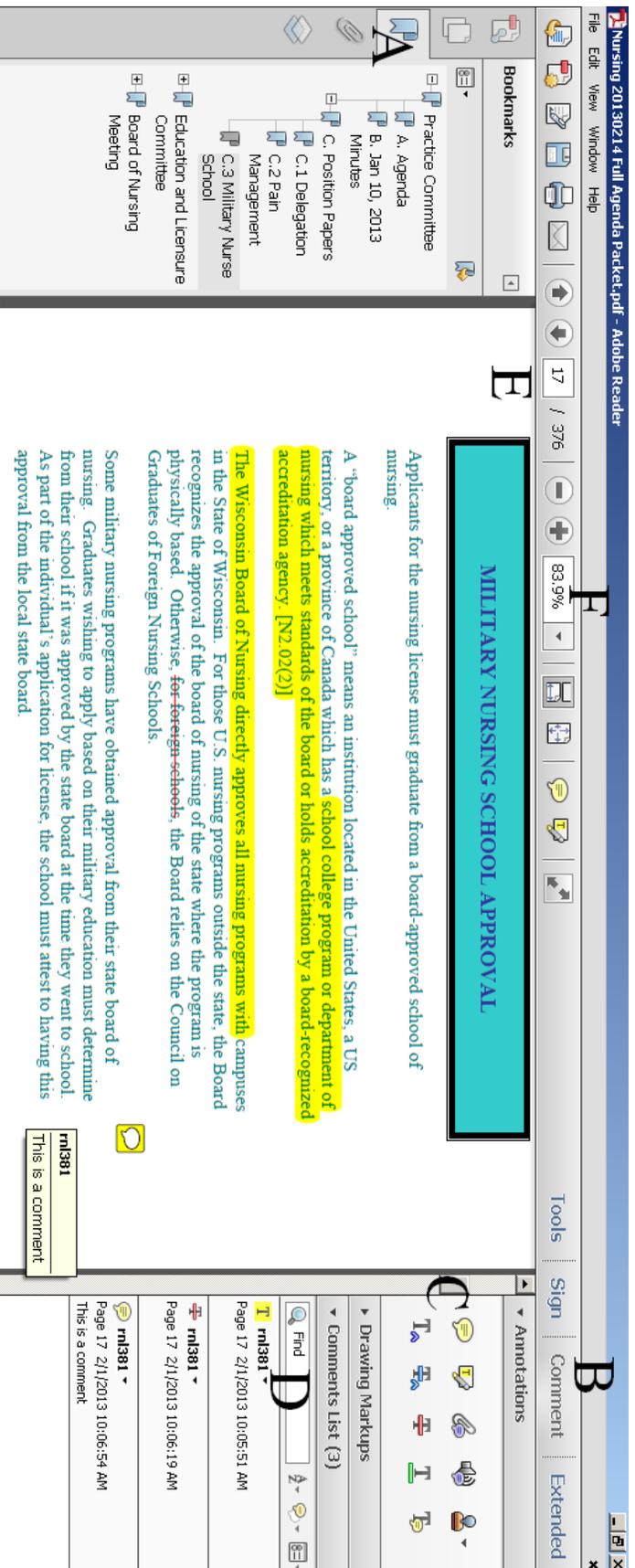
This step helps prevent automated registrations.
If you cannot see the number below, click here.

Please enter the number as it is shown in the box to the left. *

Please use a login ID of your first initial followed by your middle initial followed by your last name, as in the example to the left.

Remember your logon ID, as you will need to provide that to DSPS staff in order for you to receive proper access rights.

Once you have been granted permission to access the Board's website, you should receive an automated 'Welcome to SharePoint' email with a link to the site.



Above is an example of an agenda packet page, with some features you can access through Adobe Reader.

A: Bookmarks – When the Bureau Assistant creates the Agenda Packet, it is possible to place in bookmarks for quick reference during meetings. You can expand and minimize categories to better enable you to jump from section to section of your agenda here.

B: Comment – On specially designated .pdf files, it is possible for Adobe Reader to be given comment privileges. This allows a Board member to make comments on documents, as well as edit, highlight, or insert text in suitable files. Please note, if the file is a scanned copy, it is likely that the highlight and text editing features will not be usable. The comment feature will still work in such an issue.

C: Annotations & Drawing Markups – These are the different options you can use to mark up your document for your reference. If you mouse over an option, it will give a brief description of what it can do for you. Feel free to experiment and find out what works best for you!

D: Comments List – Quickly jump between your comments by selecting them in this list. Never again will you miss out on a note during a discussion with this handy tool.

E: Page List – No more rifling through papers in order to track down that page someone mentioned! With this handy bar, you can simply type in the page you are looking for, hit enter, and Adobe Reader will take you directly to the page.

F: Zoom – Having trouble reading something? You can zoom in and out on a document with this bar. The plus and minus signs to the left can be used to make quick adjustments as well.

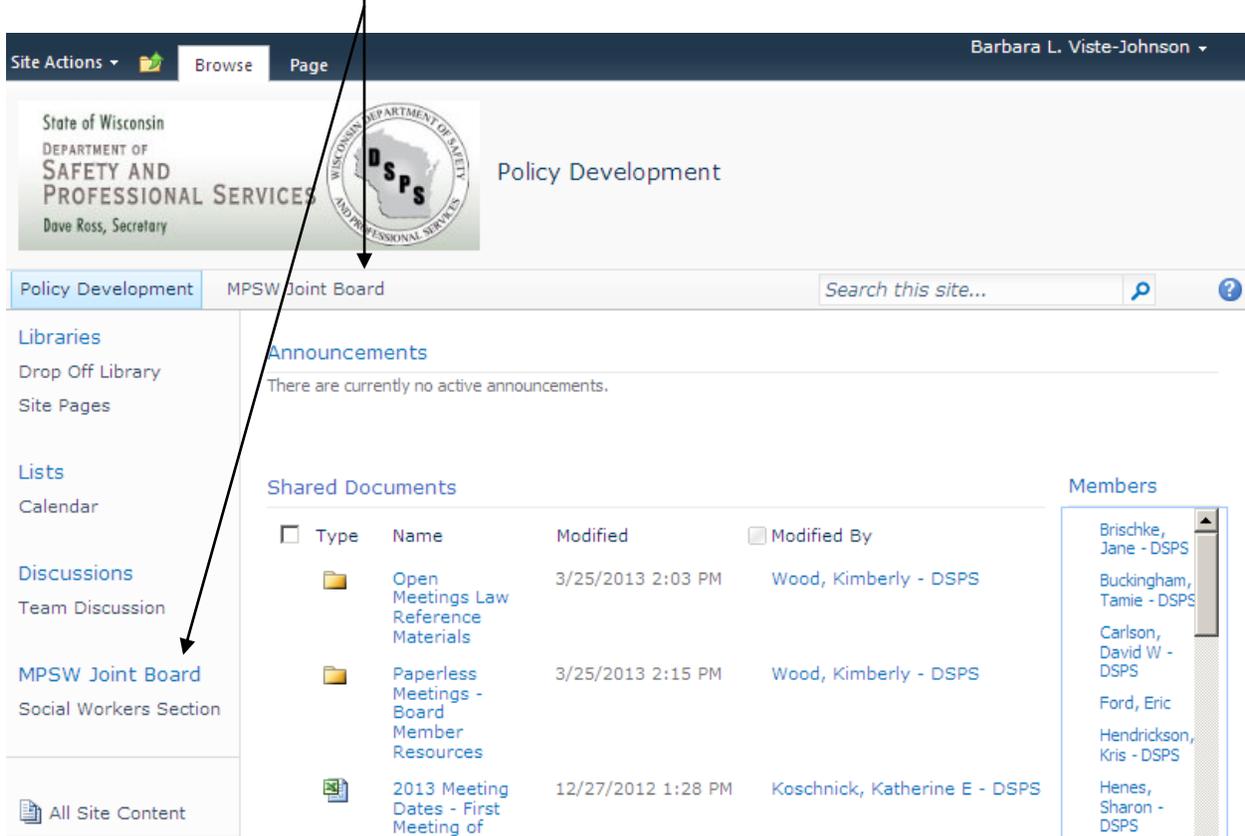
In order to log into the SharePoint site, you will need to go to <https://webapps.wi.gov/sites/dsps/boards/>

When you load this page, you should receive a prompt to enter your User name and password. Your User name is the Logon ID from when you created your Wisconsin Extension account. In order to tell SharePoint where to find your account, you will need to place wiext\ in front of your username at this login prompt. If you are logging in from a secure location, you can check the box to allow SharePoint to remember your username and password.



If you have forgotten your login information or password, there is a link at the bottom of <http://register.wisconsin.gov> that can be used to recover your Login ID and Password.

Once you enter your information successfully, you will be taken to the SharePoint launch page. The launch page also contains useful Board member information on things like open meetings law, paperless meeting resources, and a wide array of other information. From this site, you can select your Board and then you will be taken to the Board site. Your section is listed underneath the Joint Board.



There are several sections of this site that will be of interest to Board members. If you examine the left hand side of the screen when you get to your Board's site, you will see a navigation panel that lists every library and list you have permission to access. Please take a moment to familiarize yourself with the look of the site. Playing around is highly encouraged.

Board of Nursing

Libraries

Introduction & Overview
Materials

Board Materials

Legal Services and
Compliance

Credentialing

Board Member Folders

Site Pages

Lists

Calendar

Board Officers &
Liaisons

The bar to the side of the left side of the page has several options on it that should be of interest to Board members. Many areas of the site are currently in development.

Introduction & Overview Materials: This library contains several documents relevant to Board business.

Board Materials: This library contains individual agenda items, as well as a copy of the completed agenda. The library is divided into subfolders by meeting.

Legal Services and Compliance/Credentialing: These libraries will be used by DLSC and Credentialing personnel to provide documents relevant to the respective areas. These sections of the site are currently in development.

Board Member Folders: This library contains a folder for each Board member. These folders are only visible to the Board member who they correspond to and are configured to allow Board members to upload any documents they wish. This folder will also contain a copy of the meeting agenda which Board members will be able to make comments in.

Site Pages: This section is currently in development

Calendar: A calendar of Board events. This is currently in development.

Board Officers & Liaisons: This list contains a directory of Board officers and liaisons. This directory will be updated prior to the meeting.

Search this site...						
<input type="checkbox"/> Type	Name	BoardName	Meeting Date	Modified	<input type="checkbox"/> Modified By	
	March 14, 2013			3/7/2013 4:57 PM	Niehaus, Matt - DSPS	

Selecting Board Materials will give you access to a list of meetings by date. Selecting the meeting date (under the “name” category) from this list will bring you to the items for that meeting date.

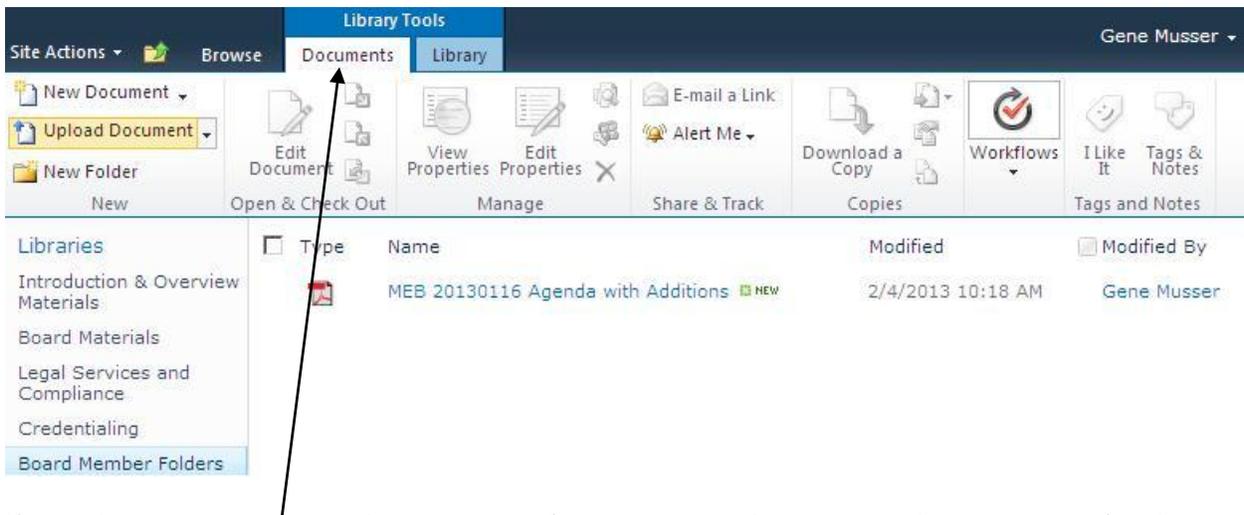
Board of Nursing > Shared Documents > March 14, 2013 > Create Date ▾
Share a document with the team by adding it to this document library.

Board of Nursing Search this site...						
<input type="checkbox"/> Type	Name	BoardName	Meeting Date	Modified	<input type="checkbox"/> Modified By	
	1. Agendas	Board of Nursing	3/14/2013	3/7/2013 5:05 PM	Niehaus, Matt - DSPS	
	2. Minutes	Board of Nursing	3/14/2013	3/8/2013 2:29 PM	Niehaus, Matt - DSPS	
	3. Executive Director Matters	Board of Nursing	3/14/2013	3/8/2013 2:46 PM	Niehaus, Matt - DSPS	
	4. Credentialing Matters	Board of Nursing	3/14/2013	3/8/2013 2:46 PM	Niehaus, Matt - DSPS	
	5. Disciplinary Matters	Board of Nursing	3/14/2013	3/8/2013 2:47 PM	Niehaus, Matt - DSPS	
	6. Education and Examination Matters	Board of Nursing	3/14/2013	3/8/2013 2:48 PM	Niehaus, Matt - DSPS	
	7. Legislative-Administrative Rule Matters	Board of Nursing	3/14/2013	3/8/2013 2:48 PM	Niehaus, Matt - DSPS	
	8. Practice Matters	Board of Nursing	3/14/2013	3/8/2013 2:49 PM	Niehaus, Matt - DSPS	

Inside of a meeting date folder, you can view several subfolders, each of which will hold individual agenda items. These items will be uploaded over the course of the month for Board members to review.

8 business days before the meeting date, the Board’s Bureau Assistant will begin preparing an agenda packet, which will be placed in the Agenda Packet folder, as well as each individual user’s folder in Board Member Folders. This document will be opened to comments by Board members. Any items added after the agenda deadline will also have comment-enabled copies added to individual Board member folders.

When you select Board Member Folders, you will be brought to a page with a folder with your name on it. If you open this folder, you will be taken into your folder. You have elevated permissions inside of your folder, which will give you the ability to create, upload, edit, and save files.



If you click on the documents link at the top of the page, you will be able to view a new set of options. Of particular interest are New Document and Upload Document. If you create a new document, SharePoint will create a new word file. Upload Document can be used to upload your own files, such as a copy of the agenda you have made comments in.

When you upload a document, you will be prompted with the following window. Clicking Browse will let you navigate to a location on your computer to upload the file. The destination folder option should automatically fill in with your folder's name. You will not want to change this. You can enter versioning comments if you desire to track any changes you made between different copies of files that you upload.

Upload Document

Browse to the document you intend to upload.

Name:

[Upload Multiple Files...](#)

Add as a new version to existing files

Destination Folder

Specify the folder in this document library where the document should be saved.

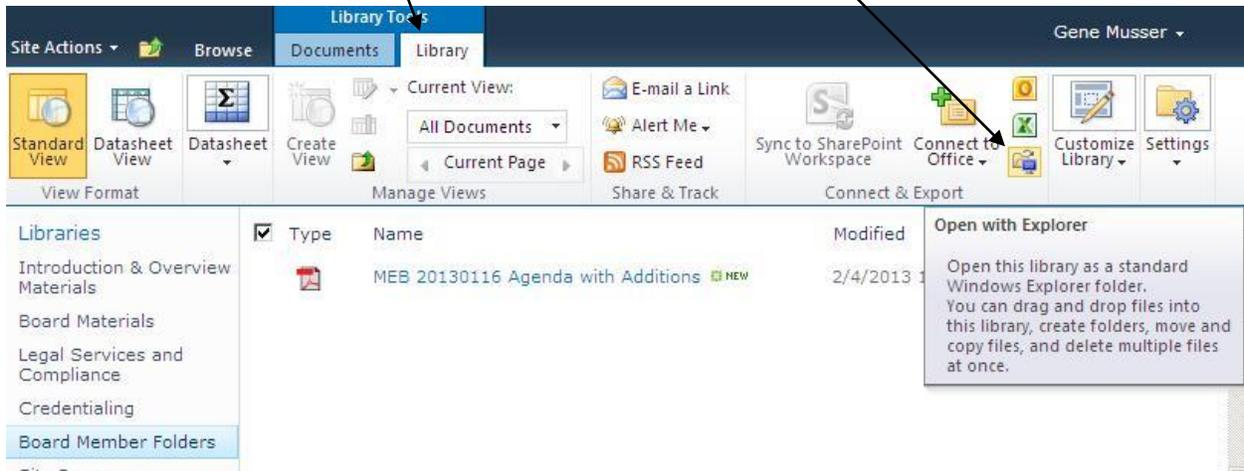
Folder:

Version Comments

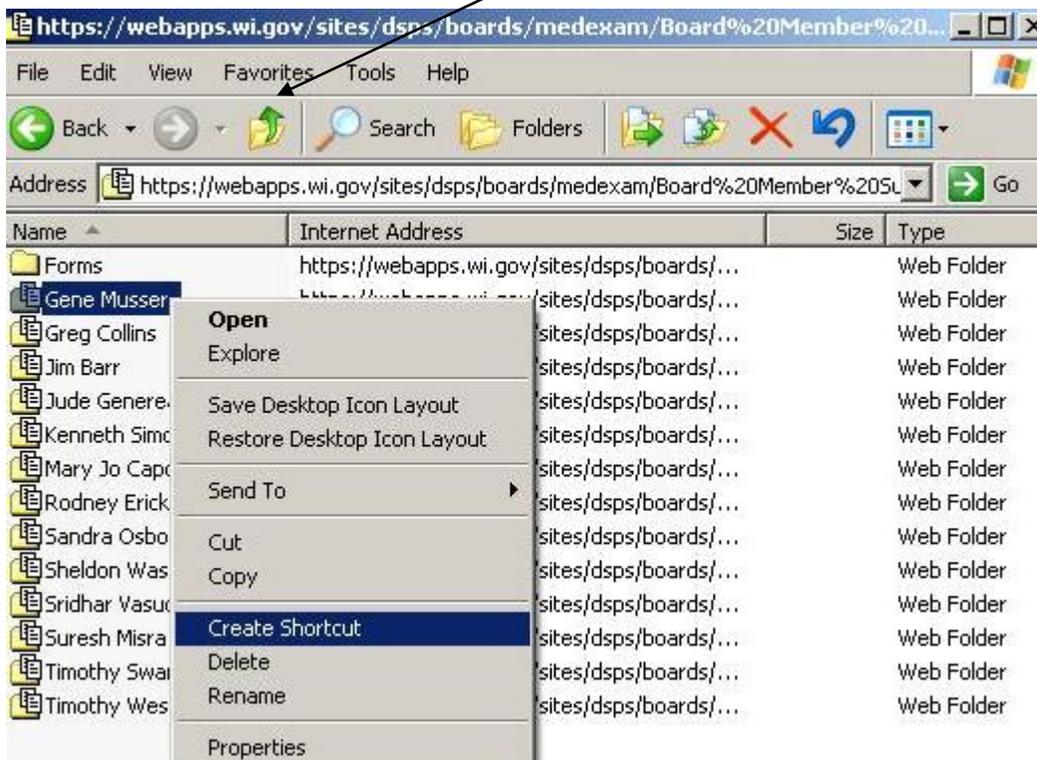
Type comments describing what has changed in this version.

Version Comments:

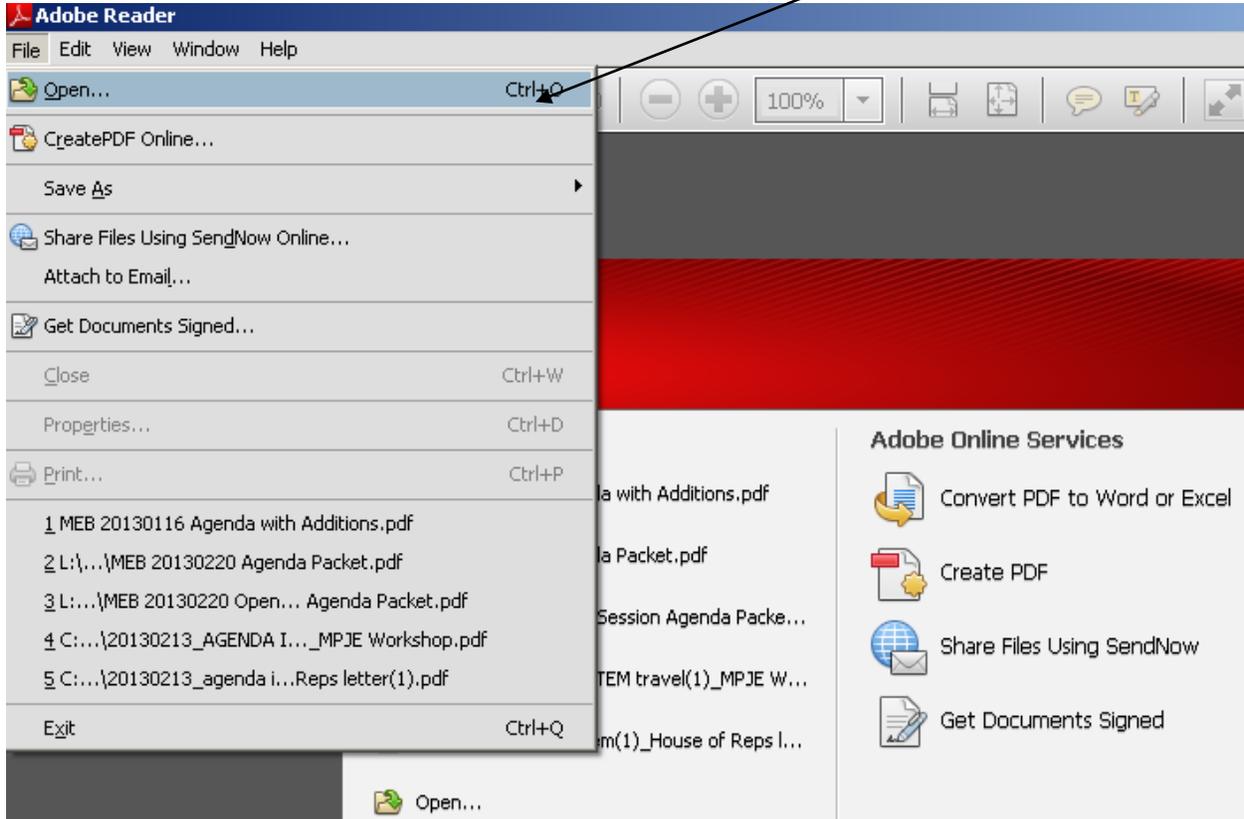
Another useful feature you can get out of SharePoint is the ability to browse the site as an Explorer window. If you go into the Library tab and select Open with Explorer, you can open up a regular Windows Explorer window, through which you can edit files without needing to interface directly with the site.



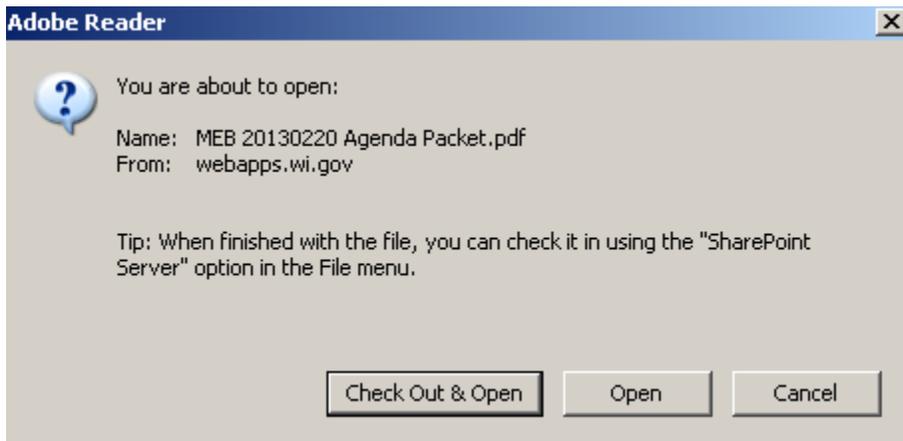
You can take this a step further and create a desktop shortcut to access your Board Member folder, should you so desire. In an open Explorer window, if you click the "Up" button, you can go back to the root folder for the Board Member Submissions, where you can then right click on your folder and create a shortcut (which will be sent to your desktop.) You can do this with other libraries in SharePoint as well, should you so desire.



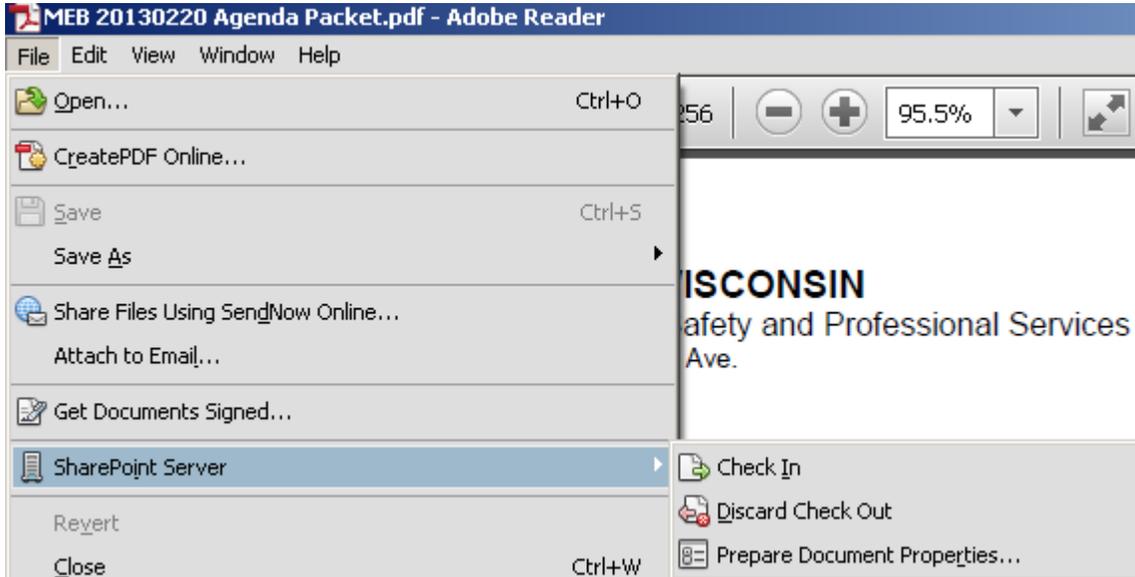
If you create a shortcut to your desktop, you can easily access and edit your agenda. If you open Adobe Reader, and navigate to the shortcut you created on your desktop, you will be able to open your folder. You may be prompted to enter your password again.



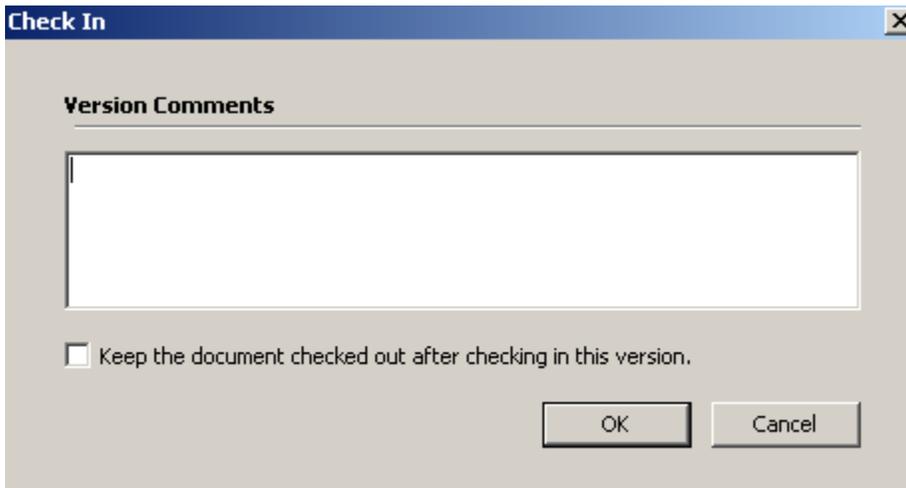
Once you open the file, you will receive a prompt about checking the file out. Through SharePoint, you will need to check out a file in order to make changes to it. Click on Check Out & Open and you will be able to insert whatever comments you desire into the document.



When you have made your comments to your document, you will need to check it back in so your comments will save. If you open the file menu and select SharePoint Server, you will be able to check the agenda packet back in, saving your changes to the document back to the SharePoint site.



When you click on Check In, you will get the following window. You can enter version comments to track what changes you made in this version, should you so desire. Once you hit OK, the file will be saved back on SharePoint. If you check the Keep the document checked out after checking in this version, you will be able to continue making changes to the document after checking it in.



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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Karen Rude-Evans on behalf of Executive Director Tom Ryan		2) Date When Request Submitted: 5/15/2013 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Council on Physician Assistanta			
4) Meeting Date: June 6, 2013	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Review Current MED 8 Revisions	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Discuss proposed changes, reviw progress and discuss next steps.			
11) Authorization			
Karen Rude-Evans		5/15/2013	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Chapter Med 8

PHYSICIAN ASSISTANTS

<p>Med 8.01 Authority and purpose. Med 8.02 Definitions. Med 8.03 Council. Med 8.04 Educational program approval. Med 8.05 Panel review of applications; examinations required. Med 8.053 Examination review by applicant.</p>	<p>Med 8.056 Board review of examination error claim. Med 8.06 Temporary license. Med 8.07 Practice. Med 8.08 Prescribing limitations. Med 8.09 Employee status. Med 8.10 Employment requirements; supervising physician responsibilities.</p>
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Note: Chapter Med 8 as it existed on October 31, 1976 was repealed and a new chapter Med 8 was created effective November 1, 1976. Sections Med 8.03 to 8.10 as they existed on July 31, 1984 were repealed and recreated effective August 1, 1984.

Med 8.01 Authority and purpose. The rules in this chapter are adopted by the medical examining board pursuant to authority in ss. 15.08 (5), 227.11, 448.04 (1) (f) and 448.40, Stats., and govern the licensure and regulation of physician assistants.

History: Cr. Register, October, 1976, No. 250, eff. 11-1-76; am. Register, April, 1981, No. 304, eff. 5-1-81; am. Register, July, 1984, No. 343, eff. 8-1-84; correction made under s. 13.93 (2m) (b) 7., Stats., Register, May, 1989, No. 401; am. Register, October, 1996, No. 490, eff. 11-1-96; am. Register, December, 1999, No. 528, eff. 1-1-00.

Med 8.02 Definitions. (1) “Board” means the medical examining board.

(2) “Council” means the council on physician assistants.

(3m) “DEA” means the United States drug enforcement administration.

(4) “Educational program” means a program for educating and preparing physician assistants which is approved by the board.

(5) “Individual” means a natural person, and does not include the terms firm, corporation, association, partnership, institution, public body, joint stock association, or any other group of individuals.

(5m) “License” means documentary evidence issued by the board to applicants for licensure as a physician assistant who meet all of the requirements of the board.

(6) “Supervision” means to coordinate, direct, and inspect the accomplishments of another, or to oversee with powers of direction and decision the implementation of one’s own or another’s intentions.

History: Cr. Register, October, 1976, No. 250, eff. 11-1-76; am. (6) and (7) (b) to (e), Register, June, 1980, No. 294, eff. 7-1-80; r. (7), Register, July, 1984, No. 343, eff. 8-1-84; am. (2), (3) and (4) and cr. (3m), Register, October, 1996, No. 490, eff. 11-1-96; renum. (3) to be (5m) and am., am. (6), Register, December, 1999, No. 528, eff. 1-1-00.

Med 8.03 Council. As specified in s. 15.407 (2), Stats., the council shall advise the board on the formulation of rules on the education, examination, licensure and practice of a physician assistant.

History: Cr. Register, July, 1984, No. 343, eff. 8-1-84; am. Register, October, 1996, No. 490, eff. 11-1-96; am. Register, December, 1999, No. 528, eff. 1-1-00; correction made under s. 13.92 (4) (b) 7., Stats., Register August 2009 No. 644.

Med 8.04 Educational program approval. The board shall approve only educational programs accredited and approved by the committee on allied health education and accreditation of the American medical association, the commission for accreditation of allied health education programs, or its successor agency.

History: Cr. Register, July, 1984, No. 343, eff. 8-1-84; am. Register, October, 1994, No. 466, eff. 11-1-94; am. Register, December, 1999, No. 528, eff. 1-1-00.

Med 8.05 Panel review of applications; examinations required. The board may use a written examination prepared, administered and scored by the national commission on certification of physician assistants or its successor agency, or a

written examination from other professional testing services as approved by the board.

(1) APPLICATION. An applicant for examination for licensure as a physician assistant shall submit to the board:

(a) An application on a form prescribed by the board.

Note: An application form may be obtained upon request to the Medical Examining Board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(b) After July 1, 1993, proof of successful completion of an educational program, as defined in ss. Med 8.02 (4) and 8.04.

(c) Proof of successful completion of the national certifying examination.

(cm) Proof that the applicant is currently certified by the national commission on certification of physician assistants or its successor agency.

(d) The fee specified in s. 440.05 (1), Stats.

(e) An unmounted photograph, approximately 8 by 12 cm., of the applicant taken no more than 60 days prior to the date of application which has on the reverse side a statement of a notary public that the photograph is a true likeness of the applicant.

(2) EXAMINATIONS, PANEL REVIEW OF APPLICATIONS. (a) All applicants shall complete the written examination under this section, and an open book examination on statutes and rules governing the practice of physician assistants in Wisconsin.

(b) An applicant may be required to complete an oral examination if the applicant:

1. Has a medical condition which in any way impairs or limits the applicant’s ability to practice as a physician assistant with reasonable skill and safety.

2. Uses chemical substances so as to impair in any way the applicant’s ability to practice as a physician assistant with reasonable skill and safety.

3. Has been disciplined or had certification denied by a licensing or regulatory authority in Wisconsin or another jurisdiction.

4. Has been convicted of a crime, the circumstances of which substantially relate to the practice of physician assistants.

5. Has not practiced as a physician assistant for a period of 3 years prior to application, unless the applicant has been graduated from an approved educational program for physician assistants within that period.

6. Has been found to have been negligent in the practice as a physician assistant or has been a party in a lawsuit in which it was alleged that the applicant has been negligent in the practice of medicine.

7. Has been diagnosed as suffering from pedophilia, exhibitionism or voyeurism.

8. Has within the past 2 years engaged in the illegal use of controlled substances.

9. Has been subject to adverse formal action during the course of physician assistant education, postgraduate training, hospital practice, or other physician assistant employment.

(c) An application filed under this chapter shall be reviewed by an application review panel of at least 2 council members des-

igned by the chairperson of the board to determine whether an applicant is required to complete an oral examination under par. (a). If the application review panel is not able to reach unanimous agreement on whether an applicant is eligible for licensure without completing an oral examination, the application shall be referred to the board for a final determination.

(d) Where both written and oral examinations are required they shall be scored separately and the applicant shall achieve a passing grade on both examinations to qualify for a license.

(3) EXAMINATION FAILURE. An applicant who fails to receive a passing score on an examination may reapply by payment of the fee specified in sub. (1) (d). An applicant may reapply twice at not less than 4-month intervals. If an applicant fails the examination 3 times, he or she may not be admitted to an examination unless the applicant submits proof of having completed further professional training or education as the board may prescribe.

Note: There is no provision for waiver of examination nor reciprocity under rules in s. Med 8.05.

(4) LICENSURE; RENEWAL. At the time of licensure and each biennial registration of licensure thereafter, a physician assistant shall list with the board the name and address of the supervising physician and shall notify the board within 20 days of any change of a supervising physician.

History: Cr. Register, July, 1984, No. 343, eff. 8-1-84; am. (intro.), r. and recr. (2), Register, October, 1989, No. 406, eff. 11-1-89; am. (1) (b), cr. (1) (cm), Register, July, 1993, No. 451, eff. 8-1-93; am. (intro.), (1) (intro.), (cm), (2) (b) 4., 5., 6., (c) and (4), Register, October, 1996, No. 490, eff. 11-1-96; am. (2) (a), (b) (intro.) and 3. to 5., r. and recr. (2) (b) 1. and 2., cr. (2) (b) 7. to 11., Register, February, 1997, No. 494, eff. 3-1-97; am. (intro.), (1) (intro.) and (cm), (2) (b) 5., (c), (d) and (4), r. (2) (b) 10. and 11., Register, December, 1999, No. 528, eff. 1-1-00.

Med 8.053 Examination review by applicant. (1) An applicant who fails the oral or statutes and rules examination may request a review of that examination by filing a written request and required fee with the board within 30 days of the date on which examination results were mailed.

(2) Examination reviews are by appointment only.

(3) An applicant may review the statutes and rules examination for not more than one hour.

(4) An applicant may review the oral examination for not more than 2 hours.

(5) The applicant may not be accompanied during the review by any person other than the proctor.

(6) At the beginning of the review, the applicant shall be provided with a copy of the questions, a copy of the applicant's answer sheet or oral tape and a copy of the master answer sheet.

(7) The applicant may review the examination in the presence of a proctor. The applicant shall be provided with a form on which to write comments, questions or claims of error regarding any items in the examination. Bound reference books shall be permitted. Applicants shall not remove any notes from the area. Notes shall be retained by the proctor and made available to the applicant for use at a hearing, if desired. The proctor shall not defend the examination nor attempt to refute claims of error during the review.

(8) An applicant may not review the examination more than once.

History: Cr. Register, February, 1997, No. 494, eff. 3-1-97.

Med 8.056 Board review of examination error claim.

(1) An applicant claiming examination error shall file a written request for board review in the board office within 30 days of the date the examination was reviewed. The request shall include all of the following:

(a) The applicant's name and address.

(b) The type of license for which the applicant applied.

(c) A description of the mistakes the applicant believes were made in the examination content, procedures, or scoring, including the specific questions or procedures claimed to be in error.

(d) The facts which the applicant intends to prove, including reference text citations or other supporting evidence for the applicant's claim.

(2) The board shall review the claim, make a determination of the validity of the objections and notify the applicant in writing of the board's decision and any resulting grade changes.

(3) If the decision does not result in the applicant passing the examination, a notice of denial of license shall be issued. If the board issues a notice of denial following its review, the applicant may request a hearing under s. SPS 1.05.

Note: The board office is located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

History: Cr. Register, February, 1997, No. 494, eff. 3-1-97; correction in (3) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.

Med 8.06 Temporary license. (1) An applicant for licensure may apply to the board for a temporary license to practice as a physician assistant if the applicant:

(a) Remits the fee specified in s. 440.05 (6), Stats.

(b) Is a graduate of an approved school and is scheduled to take the examination for physician assistants required by s. Med 8.05 (1) or has taken the examination and is awaiting the results; or

(c) Submits proof of successful completion of the examination required by s. Med 8.05 (1) and applies for a temporary license no later than 30 days prior to the date scheduled for the next oral examination.

(2) (a) Except as specified in par. (b), a temporary license expires on the date the board grants or denies an applicant permanent licensure. Permanent licensure to practice as a physician assistant is deemed denied by the board on the date the applicant is sent notice from the board that he or she has failed the examination required by s. Med 8.05 (1) (c).

(b) A temporary license expires on the first day of the next regularly scheduled oral examination for permanent licensure if the applicant is required to take, but failed to apply for, the examination.

(3) A temporary license may not be renewed.

(4) An applicant holding a temporary license may apply for one transfer of supervising physician and location during the term of the temporary license.

History: Cr. Register, July, 1984, No. 343, eff. 8-1-84; am. (1) (b) and (c), Register, October, 1989, No. 406, eff. 11-1-89; am. (2) (a), Register, January, 1994, No. 457, eff. 2-1-94; am. (1) (intro.) and (2) (a), Register, October, 1996, No. 490, eff. 11-1-96; am. (1) (intro.) and (b) to (3), cr. (4), Register, December, 1999, No. 528, eff. 1-1-00.

Med 8.07 Practice. (1) SCOPE AND LIMITATIONS. In providing medical care, the entire practice of any physician assistant shall be under the supervision of a licensed physician. The scope of practice is limited to providing medical care specified in sub. (2). A physician assistant's practice may not exceed his or her educational training or experience and may not exceed the scope of practice of the supervising physician. A medical care task assigned by the supervising physician to a physician assistant may not be delegated by the physician assistant to another person.

(2) **MEDICAL CARE.** Medical care a physician assistant may provide include:

(a) Attending initially a patient of any age in any setting to obtain a personal medical history, perform an appropriate physical examination, and record and present pertinent data concerning the patient in a manner meaningful to the supervising physician.

(b) Performing, or assisting in performing, routine diagnostic studies as appropriate for a specific practice setting.

(c) Performing routine therapeutic procedures, including, but not limited to, injections, immunizations, and the suturing and care of wounds.

(d) Instructing and counseling a patient on physical and mental health, including diet, disease, treatment and normal growth and development.

(e) Assisting the supervising physician in a hospital or facility, as defined in s. 50.01 (1m), Stats., by assisting in surgery, making patient rounds, recording patient progress notes, compiling and recording detailed narrative case summaries and accurately writing or executing orders under the supervision of a licensed physician.

(f) Assisting in the delivery of medical care to a patient by reviewing and monitoring treatment and therapy plans.

(g) Performing independently evaluative and treatment procedures necessary to provide an appropriate response to life-threatening emergency situations.

(h) Facilitating referral of patients to other appropriate community health-care facilities, agencies and resources.

(i) Issuing written prescription orders for drugs under the supervision of a licensed physician and in accordance with procedures specified in s. Med 8.08 (2).

History: Cr. Register, July, 1984, No. 343, eff. 8-1-84; am. (2) (i), Register, July, 1994, No. 463, eff. 8-1-94; am. (1) and (2) (intro.), Register, October, 1996, No. 490, eff. 11-1-96; am. (1), (2) (intro.), (c), (e), (f) and (i), Register, December, 1999, No. 528, eff. 1-1-00.

Med 8.08 Prescribing limitations. (1) A physician assistant may not prescribe or dispense any drug independently. A physician assistant may only prescribe or dispense a drug pursuant to written guidelines for supervised prescriptive practice. The guidelines shall be kept on file at the practice site and made available to the board upon request.

(2) A physician assistant may issue a prescription order only if all the following conditions apply:

(a) The physician assistant issues the prescription order only in patient situations specified and described in established written guidelines, including the categories of drugs for which prescribing authority has been authorized. The guidelines shall be reviewed at least annually by the physician assistant and his or her supervising physician.

(b) The supervising physician and physician assistant determine by mutual agreement that the physician assistant is qualified through training and experience to issue a prescription order as specified in the established written guidelines.

(c) The supervising physician is available for consultation as specified in s. Med 8.10 (3).

(d) The prescription orders prepared under procedures in this section contain all information required under s. 450.11 (1), Stats.

(3) (a) A physician who supervises the prescribing practice of a physician assistant shall conduct a periodic review of the prescription orders prepared by the physician assistant to ensure quality of care. In conducting the periodic review of the prescriptive practice of a physician assistant, the supervising physician shall do at least one of the following:

1. Review a selection of the prescription orders prepared by the physician assistant.

2. Review a selection of the patient records prepared by the physician assistant practicing in the office of the supervising physician or at a facility or a hospital in which the supervising physician has staff privileges.

3. Review by telecommunications or other electronic means the patient record or prescription orders prepared by the physician assistant who practices in an office facility other than the supervising physician's main office of a facility or hospital in which the supervising physician has staff privileges.

(b) The supervising physician shall determine the method and frequency of the periodic review based upon the nature of the prescriptive practice, the experience of the physician assistant, and the welfare of the patients. The process and schedule for review shall indicate the minimum frequency of review and identify the selection of prescriptive orders or patient records to be reviewed.

History: Cr. Register, July, 1984, No. 343, eff. 8-1-84; r. (3), Register, July, 1994, No. 463, eff. 8-1-94; am. (1), (2) (intro.), (a), (b), (c), (d), (e) 1., 2. and 3., Register, October, 1996, No. 490, eff. 11-1-96; am. (1) to (2) (d), (e) 2. and 3., Register, December, 1999, No. 528, eff. 1-1-00; CR 09-006: am. (1) and (2) (a), r. (2) (e), cr. (3) Register August 2009 No. 644, eff. 9-1-09.

Med 8.09 Employee status. No physician assistant may be self-employed. If the employer of a physician assistant is other than a licensed physician, the employer shall provide for, and may not interfere with, the supervisory responsibilities of the physician, as defined in s. Med 8.02 (6) and required in ss. Med 8.07 (1) and 8.10.

History: Cr. Register, July, 1984, No. 343, eff. 8-1-84; am. Register, October, 1996, No. 490, eff. 11-1-96.

Med 8.10 Employment requirements; supervising physician responsibilities. (1) No physician may concurrently supervise more than 2 physician assistants unless the physician submits a written plan for the supervision of more than 2 physician assistants and the board approves the plan. A physician assistant may be supervised by more than one physician.

(2) Another licensed physician may be designated by the supervising physician to supervise a physician assistant for a period not to exceed 8 weeks per year. Except in an emergency, the designation shall be made in writing to the substitute supervising physician and the physician assistant. The supervising physician shall file with the board a copy of the substitution agreement before the beginning date of the period of his or her absence.

(3) The supervising physician or substitute supervising physician shall be available to the physician assistant at all times for consultation either in person or within 15 minutes of contact by telecommunications or other electronic means.

(4) A supervising physician shall visit and conduct an on-site review of facilities attended by the physician assistants at least once a month. Any patient in a location other than the location of the supervising physician's main office shall be attended personally by the physician consistent with his or her medical needs.

History: Cr. Register, July, 1984, No. 343, eff. 8-1-84; am. (1), Register, December, 1999, No. 528, eff. 1-1-00; CR 09-006: am. (3) Register August 2009 No. 644, eff. 9-1-09.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Karen Rude-Evans on behalf of Executive Director Tom Ryan		2) Date When Request Submitted: 5/15/2013	
Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 			
3) Name of Board, Committee, Council, Sections: Council on Physician Assistanta			
4) Meeting Date: June 6, 2013	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Education or Workforce Barriers to PA Practice	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: 448.20 Council on physician assistants; duties. (4) ADHERE TO PROGRAM OBJECTIVES. In formulating standards under this section, the council shall recognize that an objective of this program is to increase the existing pool of health personnel.			
11) Authorization			
Karen Rude-Evans		5/15/2013	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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