



COUNCIL ON PHYSICIAN ASSISTANTS
Room 121A, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
September 29, 2014

The following agenda describes the issues that the Council plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Council.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda (1-2)**
- B) Welcome New Members
- C) Approval of Minutes of May 1, 2014 (3-7)**
- D) Administrative Updates**
 - 1) Staff Updates
 - 2) Scheduling Future Meetings
 - 3) Review of Position Statements
- E) Education and Examination Matters**
 - 1) PA Oral Exam Item Review **(8-9)**
 - a) **Appearance** – Ryan Zeinert, Department Licensing Examination Specialist
- F) NCCPA Exam Administration – Discussion and Consideration (10)**
- G) Legislative/Administrative Rule Matters
 - 1) Current and Future Rule Making and Legislative Initiatives
 - 2) Administrative Rules Report
- H) Newsletter Matters
- D) Items Added After Preparation of Agenda:
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Updates
 - 3) Education and Examination Matters
 - 4) Credentialing Matters
 - 5) Practice Matters
 - 6) Legislation/Administrative Rule Matters
 - 7) Liaison Report(s)

- 8) Informational Item(s)
- 9) Disciplinary Matters
- 10) Appearances from Requests Received or Renewed
- 11) Speaking Engagement(s), Travel, or Public Relation Request(s)

J) Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

K) Full Board Review of Candidates for Licensure

- 1) Eddie Rosete **(11-33)**
- 2) John Littlefield **(34-51)**

L) Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Professional Assistance Procedure (PAP) Matters
- 5) Appearances from Requests Received or Renewed

M) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

N) Open Session Items Noticed Above not Completed in the Initial Open Session

O) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

ADJOURNMENT

**COUNCIL ON PHYSICIAN ASSISTANTS
MEETING MINUTES
May 1, 2014**

PRESENT: Jeremiah Barrett; Julie Doyle; Mary Pangman Schmitt; Jody Wilkins

PRESENT VIA GOTOMEETING: Anne Hletko

STAFF: Tom Ryan, Executive Director; Gretchen Mrozinski, Legal Counsel; Daniel Agne, Bureau Assistant; and other Department staff

CALL TO ORDER

Julie Doyle, Chair, called the meeting to order at 9:04 A.M. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Mary Pangman Schmitt moved, seconded by Jody Wilkins, to adopt the agenda as published. Motion carried unanimously.

Anne Hletko joined the meeting via telephone at 9:07 A.M.

APPROVAL OF MINUTES

MOTION: Anne Hletko moved, seconded by Jody Wilkins, to approve the minutes of June 6, 2013 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

COUNCIL CHAIR

NOMINATION: Jody Wilkins nominated Julie Doyle for the Office of Council Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Julie Doyle was elected as Council Chair.

VICE CHAIR

NOMINATION: Jeremiah Barrett nominated Jody Wilkins for the Office of Vice Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Jody Wilkins was elected as Vice Chair.

SECRETARY

NOMINATION: Mary Pangman Schmitt nominated Jeremiah Barrett for the Office of Secretary. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Jeremiah Barrett was elected as Secretary.

2014 ELECTION RESULTS	
Council Chair	Julie Doyle
Vice Chair	Jody Wilkins
Secretary	Jeremiah Barrett

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

MOTION: Jeremiah Barrett moved, seconded by Mary Pangman Schmitt, to approve the following appointments made by the Chair:

- a) **Representative at Medical Examining Board (MEB):** Julie Doyle;
(Jody Wilkins as the Alternate)
- b) **Credentialing Liaison:** Jody Wilkins;
(Jeremiah Barrett as the Alternate)
- c) **Legislative Liaison:** Julie Doyle;
(Anne Hletko as the Alternate)
- d) **Education & Exams Liaison:** Jeremiah Barrett;
(Julie Doyle as the Alternate)
- e) **Examination Panel:** Jeremiah Barrett; Anne Hletko;
(Jody Wilkins and Julie Doyle as the Alternates)
- f) **Newsletter Coordinator:** Mary Pangman Schmitt;
- g) **Practice Question Council Contact:** Julie Doyle;
(Jeremiah Barrett as the Alternate)
- h) **Travel Liaison:** Julie Doyle;
(Jody Wilkins as the Alternate)
- i) **Rules Liaison:** Jeremiah Barrett;
(Julie Doyle as the Alternate)
- j) **Website Liaison:** Jody Wilkins;
(Julie Doyle as the Alternate)
- k) **Prescription Drug Monitoring Program (PDMP) Liaison:** Julie Doyle
(Jeremiah Barrett as the Alternate)

Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

MOTION: Jeremiah Barrett moved, seconded by Jody Wilkins, that the Council delegates authority to the Chair (or order of succession) to sign documents on behalf of the Council. In order to carry out duties of the Council, the Chair has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair delegates the authority to a Department representative to sign the name of the Chair (or order of succession), or any and all Council members, on documents as necessary. Motion carried unanimously.

MOTION: Mary Pangman Schmitt moved, seconded by Anne Hletko, that, in order to facilitate the completion of assignments between meetings, the Council delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Council, to appoint liaisons to the Department to act in urgent matters and to act when knowledge or experience in the profession is required to carry out the duties of the Council in accordance with the law. Motion carried unanimously.

MOTION: Jeremiah Barrett moved, seconded by Mary Pangman Schmitt, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters with the exception of denials during the application process. Motion carried unanimously.

CREDENTIALING MATTERS

APPLICATION REQUIREMENTS AND PROCESS

MOTION: Jeremiah Barrett moved, seconded by Anne Hletko, to request that the Executive Director contact the National Commission on Certification of Physician Assistants (NCCPA) to determine if exam administrations can be coordinated with State-based requirements to delay further examinations after a certain number of exam failures or an extended lapse of time since graduation. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS:

REVIEW OF WIS. ADMIN. CODE CH. MED 8

Jeff Oryall, Past President, Wisconsin Academy of Physician Assistants (WAPA), appeared before the Council to discuss requirements for documentation of supervising physicians in MED 8.

MOTION: Jody Wilkins moved, seconded by Jeremiah Barrett, to request that Julie Doyle appear at an upcoming Medical Examining Board meeting to discuss requirements for documenting and retaining records of supervising physicians and other issues that arise. Motion carried unanimously.

SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATION REQUEST(S)

MOTION: Anne Hletko moved, seconded by Jody Wilkins, to designate Julie Doyle, and Jeremiah Barrett as an alternate, to attend the Federation of State Medical Boards (FSMB) 2015 Annual Conference on April 23-25, 2015 in Fort Worth, Texas, and to authorize travel. Motion carried unanimously.

Mary Pangman Schmitt left the meeting at 11:30 A.M.

REVIEW OF POSITION STATEMENTS

MOTION: Jeremiah Barrett moved, seconded by Jody Wilkins, to **remove** the Position Statement entitled **“WHAT IS THE LEVEL OF PHYSICIAN SUPERVISION FOR DELEGATED MEDICAL ACTS? DOES IT DEPEND ON THE LEVEL OF LICENSURE OF THE PERSON TO WHOM THE MEDICAL ACT IS DELEGATED?”** Motion carried unanimously.

MOTION: Jeremiah Barrett moved, seconded by Anne Hletko, to **remove** the Position Statement entitled **“HAS THE WISCONSIN MEDICAL EXAMINING BOARD ADOPTED SPECIFIC GUIDELINES FOR PHYSICIANS WHO ARE TREATING CHRONIC PAIN OR PRESCRIBING CONTROLLED SUBSTANCES FOR THE TREATMENT OF PAIN?”** Motion carried unanimously.

MOTION: Anne Hletko moved, seconded by Jody Wilkins, to **remove** the Position Statement entitled **“ARE THERE ANY RESTRICTIONS ON A PHYSICIAN PRACTICING MEDICINE UNDER A LIMITED LIABILITY COMPANY (LLC) OR LIMITED LIABILITY PARTNERSHIP (LLP)?”** Motion carried unanimously.

MOTION: Jeremiah Barrett moved, seconded by Anne Hletko, to **remove** the Position Statement entitled **“WHAT ARE THE REQUIREMENTS FOR A PHYSICIAN ADVERTISING AS ‘BOARD CERTIFIED?’”** Motion carried unanimously.

MOTION: Jody Wilkins moved, seconded by Jeremiah Barrett, to **remove** the Position Statement entitled **“WHAT ARE THE CHANGES TO THE PRESCRIBING AUTHORITY OF PHYSICIAN ASSISTANTS?”** Motion carried unanimously.

CLOSED SESSION

MOTION: Jeremiah Barrett moved, seconded by Jody Wilkins, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Jeremiah Barrett - yes; Julie Doyle - yes; Anne Hletko - yes; Jody Wilkins - yes. Motion carried unanimously.

The Council convened into Closed Session at 11:58 A.M.

RECONVENE TO OPEN SESSION

MOTION: Jody Wilkins moved, seconded by Jeremiah Barrett, to reconvene in Open Session at 12:14 P.M. Motion carried unanimously.

EDUCATION AND EXAMINATION MATTERS

Ryan Zeinert, Department Licensing Examination Specialist, appeared before the Council to discuss examinations.

DISCUSSION OF PHYSICIAN ASSISTANT ORAL EXAM REEVALUATION/UPDATE

MOTION: Anne Hletko moved, seconded by Jody Wilkins, to designate Jeremiah Barrett and Jody Wilkins to work with the Education and Examinations Office to revise the oral exam. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Jeremiah Barrett moved, seconded by Jody Wilkins, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

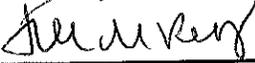
ADJOURNMENT

MOTION: Julie Doyle moved, seconded by Jody Wilkins, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:21 P.M.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ryan Zeinert Licensing Examination Specialist		2) Date When Request Submitted: 09/15/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Section: Council on Physician Assistants			
4) Meeting Date: 09/29/14	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? PA Oral Exam Item Review Update	
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 checked="" type="checkbox"/> Yes (Fill Out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Update regarding PA Oral Exam Item Review			
11) Authorization:			
Ryan Zeinert		09/15/14	
Signature of person making this request		Date	
		9/16/14	
Supervisor signature (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: <ol style="list-style-type: none"> 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. 			

BOARD APPEARANCE REQUEST FORM

Appearance Information

Board Name: Council on Physician Assistants

Board Meeting Date: 09/29/14

Person Submitting Agenda Request: Ryan Zeinert

Person(s) requesting an appearance: Ryan Zeinert

(NOTE: Contact information is not required for Department staff.)

Reason for Appearance: Speaking on agenda item

Appearance Contact Information

(NOTE: If the appearing party is represented by an attorney skip the "Appearance Contact Information" section and complete the "Attorney Contact Information" section.)

Mailing address:

Email address: ryan.zeinert@wisconsin.gov

Telephone #: 608-267-3280

Attorney Contact Information

Attorney Name:

Attorney's mailing address:

Attorney's e-mail address:

Attorney's telephone #:

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Taylor Thompson, Bureau Assistant on behalf of Thomas Ryan, Executive Director		2) Date When Request Submitted: 9/17/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting									
3) Name of Board, Committee, Council, Sections: Council on Physicians Assistants											
4) Meeting Date: 9/29/14	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? NCCPA Exam Administration - Discussion and Consideration									
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: APPLICATION REQUIREMENTS AND PROCESS MOTION: Jeremiah Barrett moved, seconded by Anne Hletko, to request that the Executive Director contact the National Commission on Certification of Physician Assistants (NCCPA) to determine if exam administrations can be coordinated with State-based requirements to delay further examinations after a certain number of exam failures or an extended lapse of time since graduation. Motion carried unanimously.											
11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Taylor Thompson</td> <td style="width: 40%; border-bottom: 1px solid black;">9/18/2014</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black;">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>				Taylor Thompson	9/18/2014	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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