



RADIOGRAPHY EXAMINING BOARD
Room 121A, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
November 25, 2014

The following agenda describes the issues that the Board 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 Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda (1-3)**
- B) Welcome New Members**
- C) Approval of Minutes of April 22, 2014 (4-8)**
- D) Appointments/Reappointments/Confirmations**
 - 1) Tracy Marshall – Appointment **(9)**
 - 2) Susan Sanson – Reappointment **(10)**
 - 3) Gregg Bogost – Reappointment **(11)**
- E) Administrative Updates**
 - 1) Staff Updates
 - 2) License Renewal Procedure
- F) Division of Legal Services and Compliance (DLSC) Paperless Screening Panel Initiative – APPEARANCE – DLSC Staff (12-18)**
- G) Legislative/Administrative Rule Matters:**
 - 1) Current and Future Rule Making and Legislative Initiatives
 - 2) Administrative Rules Report
 - 3) Update on Chiropractic Radiography Rule **(19-21)**
 - 4) Update on Podiatry Radiography Rule **(22)**
- H) Licensure Pathways for Nuclear Medicine Technologists – Board Discussion**
- I) Nurses Ordering X-Rays**
- J) Education and Examination Matters**
- K) Speaking Engagement(s), Travel, or Public Relation Request(s)**

- L) 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) Presentations of Petition(s) for Summary Suspension
 - 11) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
 - 12) Presentation of Proposed Decisions
 - 13) Presentation of Interim Order(s)
 - 14) Petitions for Re-Hearing
 - 15) Petitions for Assessments
 - 16) Petitions to Vacate Order(s)
 - 17) Petitions for Designation of Hearing Examiner
 - 18) Requests for Disciplinary Proceeding Presentations
 - 19) Motions
 - 20) Petitions
 - 21) Appearances from Requests Received or Renewed
 - 22) Speaking Engagement(s), Travel, or Public Relation Request(s)

M) 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.).

N) **Case Status Report (23)**

O) **Case Closing(s)**

- 1) 14 RAD 006 (M.E.M.) **(24-26)**

P) Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petition(s) for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Administrative Warnings
- 9) Proposed Decisions
- 10) Matters Relating to Costs
- 11) Complaints
- 12) Case Closings
- 13) Case Status Report
- 14) Petition(s) for Extension of Time
- 15) Proposed Interim Orders

- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

Q) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

T) Ratification of Licenses and Certificates

ADJOURNMENT

**RADIOGRAPHY EXAMINING BOARD
WEB/VIRTUAL MEETING MINUTES
April 22, 2014**

PRESENT: Susan Sanson

PRESENT VIA GOTOMEETING: Gregg Bogost, M.D.; Kelley Grant; James Lemerond

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

CALL TO ORDER

Susan Sanson, Chair, called the meeting to order at 9:05 A.M. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Gregg Bogost moved, seconded by Kelley Grant, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: James Lemerond moved, seconded by Kelley Grant, to approve the minutes of April 9, 2013 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Gregg Bogost nominated Susan Sanson for the Office of Board Chair. Nomination carried.

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

Susan Sanson was elected as Board Chair.

VICE CHAIR

NOMINATION: Susan Sanson nominated James Lemerond for the Office of Vice Chair. Nomination carried.

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

James Lemerond was elected as Vice Chair.

SECRETARY

NOMINATION: Susan Sanson nominated Kelley Grant for the Office of Secretary.
Nomination carried.

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

Kelley Grant was elected as Secretary.

2014 ELECTION RESULTS	
Board Chair	Susan Sanson
Vice Chair	James Lemerond
Secretary	Kelley Grant

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

MOTION: Gregg Bogost moved, seconded by James Lemerond, to approve the following appointments made by the Chair:

- a) **Credentialing Liaisons:** Susan Sanson; Kelley Grant
- b) **Legislative Liaisons:** Gregg Bogost; Susan Sanson
- c) **Monitoring Liaison:** Kelley Grant
(James Lemerond as the Alternate)
- d) **Education & Exams Liaison:** James Lemerond
(Kelley Grant as the Alternate)
- e) **Digest Advisors:** (None)
- f) **Professional Assistance Procedure (PAP) Liaison:** James Lemerond
(Kelley Grant as the Alternate)
- g) **Practice Question Liaisons:** Susan Sanson; Kelley Grant
- h) **Travel Liaison:** Susan Sanson
- i) **Rules Liaison:** Susan Sanson
(James Lemerond as the Alternate)
- j) **Website Liaison:** Kelley Grant
- k) **Screening Panel:** Kelley Grant; James Lemerond

Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

MOTION: Gregg Bogost moved, seconded by Kelley Grant, that the Board delegates authority to the Chair (or order of succession) to sign documents on behalf of the Board. In order to carry out duties of the Board, 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 Board members, on documents as necessary. Motion carried unanimously.

MOTION: Gregg Bogost moved, seconded by Kelley Grant, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, 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 Board in accordance with the law. Motion carried unanimously.

MOTION: James Lemerond moved, seconded by Kelley Grant, to adopt the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. Motion carried unanimously.

PRACTICE QUESTIONS

PRACTICES LICENSED AND TERM – AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

This matter will be reviewed further by the Board Chair and the Executive Director.

EDUCATION AND EXAMINATION MATTERS

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) – EXAMINATION SECURITY BREACH – LIMITED SCOPE OF PRACTICE IN RADIOGRAPHY AND BONE DENSITOMETRY EQUIPMENT OPERATOR EXAMINATIONS

Aaron Knautz, Department Licensing Examination Specialist, appeared before the Board to discuss the ARRT examination security breach. No action was taken.

DSPS JOB READINESS INITIATIVE

The Board discussed the Job Readiness Initiative. No action was taken.

CLOSED SESSION

MOTION: Kelley Grant moved, seconded by James Lemerond, 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: Gregg Bogost - yes; Kelley Grant - yes; James Lemerond - yes; Susan Sanson - yes. Motion carried unanimously.

The Board convened into Closed Session at 9:57 A.M.

RECONVENE TO OPEN SESSION

MOTION: Kelley Grant moved, seconded by James Lemerond, to reconvene in Open Session at 10:28 A.M. Motion carried unanimously.

PROPOSED STIPULATIONS, FINAL DECISIONS, AND ORDERS

13 RAD 001 DAVID DEGROOT

MOTION: James Lemerond moved, seconded by Kelley Grant, to adopt the Findings of Fact, Conclusions of Law, Stipulation, and Order, in the matter of 13 RAD 001 – David DeGroot. Motion carried unanimously.

13 RAD 008 NATHAN KOTEWA

MOTION: James Lemerond moved, seconded by Gregg Bogost, to adopt the Findings of Fact, Conclusions of Law, Stipulation, and Order, in the matter of 13 RAD 008 – Nathan Kotewa. Motion carried unanimously.

ADMINISTRATIVE WARNINGS

MOTION: Gregg Bogost moved, seconded by James Lemerond, to issue the Administrative Warning in the matter of 12 RAD 004 against Michelle Keyzer, R.T.R. Motion carried unanimously.

MOTION: James Lemerond moved, seconded by Kelley Grant, to issue the Administrative Warning in the matter of 12 RAD 004 against Amy Meyer, R.T.R. Motion carried unanimously.

CASE CLOSINGS

MOTION: James Lemerond moved, seconded by Gregg Bogost, to close case number 13 RAD 004, against L.A., for no violation (NV). Motion carried unanimously.

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

MOTION: Kelley Grant moved, seconded by Gregg Bogost, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

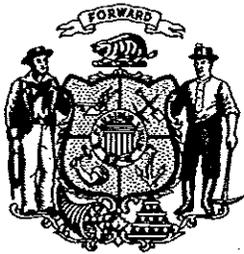
RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Gregg Bogost moved, seconded by James Lemerond, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Kelley Grant moved, seconded by James Lemerond, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:37 A.M.



SCOTT WALKER
OFFICE OF THE GOVERNOR
STATE OF WISCONSIN

P.O. Box 7863
MADISON, WI 53707

GOVERNOR'S APPOINTMENT

NAME: Ms. Tracy Marshall

MAILING ADDRESS: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

RESIDES IN: Muskego, WI

TELEPHONE: [REDACTED]

OCCUPATION: Diagnostic Medical Physicist
Aurora Health Care

APPOINTED TO: Radiography Examining Board
Radiological Physicist

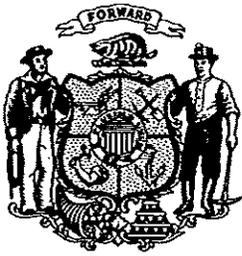
TERM: A term to expire July 1, 2016

SUCCEEDS: Mary E. Jafari

SENATE CONFIRMATION: Required

DATE OF APPOINTMENT: July 29, 2014

DATE OF NOMINATION: July 29, 2014



SCOTT WALKER
OFFICE OF THE GOVERNOR
STATE OF WISCONSIN

P.O. Box 7863
MADISON, WI 53707

GOVERNOR'S APPOINTMENT

NAME: Susan Sanson

MAILING ADDRESS: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

RESIDES IN: Greenfield, WI

TELEPHONE: [REDACTED]

OCCUPATION: Director of Education
Froedtert Memorial Lutheran Hospital

APPOINTED TO: Radiography Examining Board
Licensed Radiographer

TERM: A term to expire July 1, 2016

SUCCEEDS: Susan L. Sanson

SENATE CONFIRMATION: Required

DATE OF APPOINTMENT: May 1, 2012

DATE OF NOMINATION: April 24, 2012



SCOTT WALKER
OFFICE OF THE GOVERNOR
STATE OF WISCONSIN

P.O. Box 7863
MADISON, WI 53707

GOVERNOR'S APPOINTMENT

NAME: Gregg Bogost

MAILING ADDRESS: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

RESIDES IN: Madison, WI

TELEPHONE: [REDACTED]

OCCUPATION: Physician
Madison Radiologist, S.C.

APPOINTED TO: Radiography Examining Board
Physician

TERM: A term to expire July 1, 2015

SUCCEEDS: Mr. Gregg A. Bogost

SENATE CONFIRMATION: Required

DATE OF APPOINTMENT: February 10, 2012

DATE OF NOMINATION: February 10, 2012

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Matthew C. Niehaus, DSPS WebMaster		2) Date When Request Submitted: 05/16/14 Items will be considered late if submitted after 4:30 p.m. on the deadline date: <ul style="list-style-type: none"> ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Radiography Examining Board			
4) Meeting Date: 08/05/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? DLSC Paperless Screening Panel Initiative - APPEARANCE	
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: Jane Brischke: Program & Policy Analyst – Advanced Kelley Sankbeil: Records Management Supervisor Kelley Foster: Medical Examining Board Intake Specialist Matthew C. Niehaus: DSPS WebMaster The above staff will be appearing before the Board to present the DLSC Paperless Screening Panel Initiative.			
11) Authorization			
 Signature of person making this request		05/16/14 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.			

BOARD APPEARANCE REQUEST FORM

Appearance Information

Board Name: Radiography Examining Board

Board Meeting Date: 08/05/14

Person Submitting Agenda Request: Matthew C. Niehaus: DSPP WebMaster

Persons requesting an appearance:

Jane Brischke: Program & Policy Analyst – Advanced

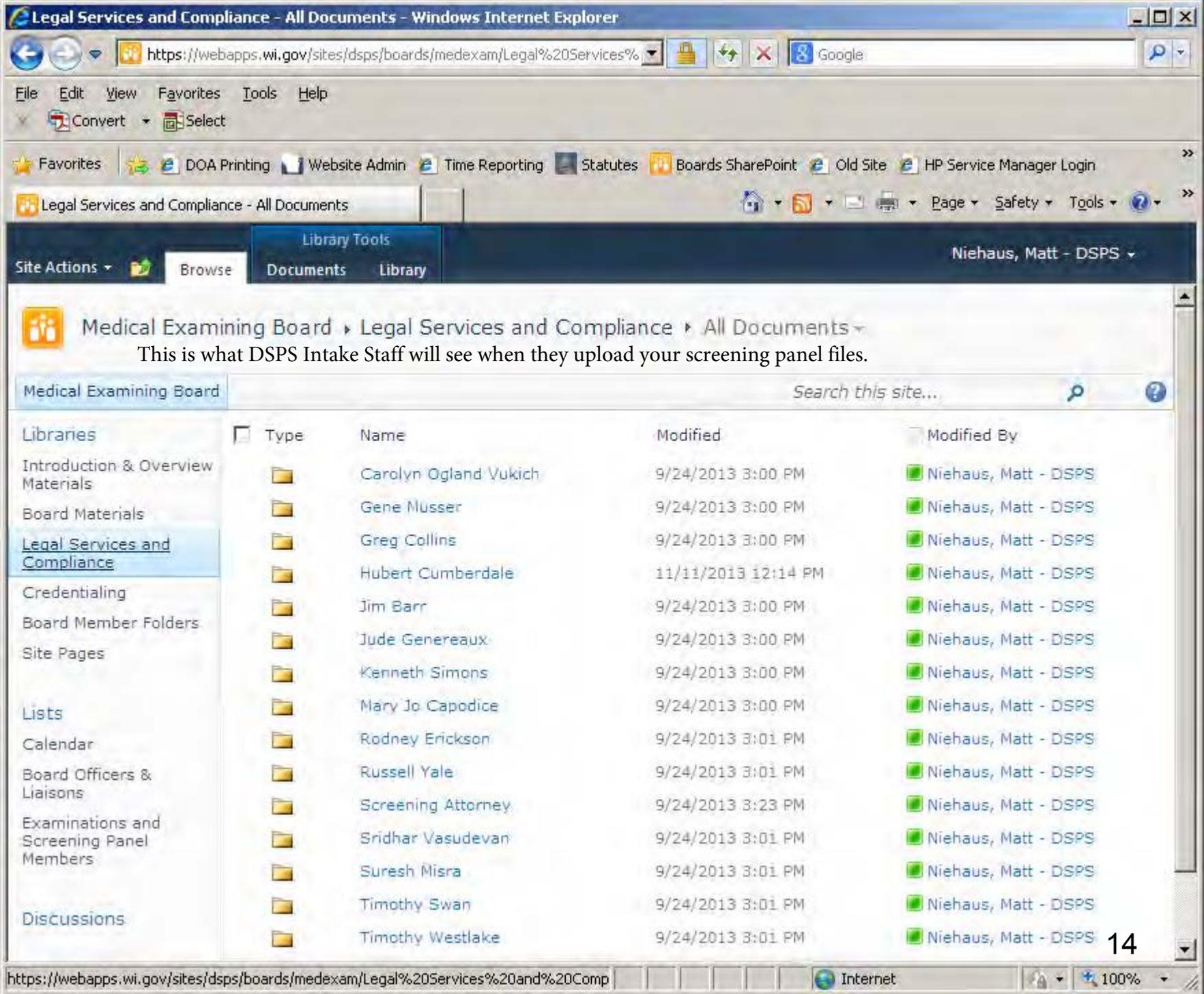
Kelley Sankbeil: Records Management Supervisor

Kelley Foster: Medical Examining Board Intake Specialist

Matthew C. Niehaus: DSPP WebMaster

Reason for Appearance:

The above DSPP staff are appearing before the Board to present the DLSC Paperless Screening Panel.



Medical Examining Board > Legal Services and Compliance > All Documents > This is what DSPS Intake Staff will see when they upload your screening panel files.

Medical Examining Board Search this site...

Libraries	Type	Name	Modified	Modified By
Introduction & Overview Materials	Folder	Carolyn Ogland Vukich	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Board Materials	Folder	Gene Nusser	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Legal Services and Compliance	Folder	Greg Collins	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
	Folder	Hubert Cumberlandale	11/11/2013 12:14 PM	Niehaus, Matt - DSPS
Credentialing	Folder	Jim Barr	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Board Member Folders	Folder	Jude Genereaux	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Site Pages	Folder	Kenneth Simons	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Lists	Folder	Mary Jo Capodice	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Calendar	Folder	Rodney Erickson	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Board Officers & Liaisons	Folder	Russell Yale	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Examinations and Screening Panel Members	Folder	Screening Attorney	9/24/2013 3:23 PM	Niehaus, Matt - DSPS
	Folder	Sridhar Vasudevan	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Folder	Suresh Misra	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Discussions	Folder	Timothy Swan	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Folder	Timothy Westlake	9/24/2013 3:01 PM	Niehaus, Matt - DSPS

Legal Services and Compliance - All Documents - Windows Internet Explorer

https://webapps.wi.gov/sites/dsps/boards/medexam/Legal%20Services%20Documents.aspx

File Edit View Favorites Tools Help

Convert Select

Favorites DOA Printing Website Admin Time Reporting Statutes Boards SharePoint Old Site HP Service Manager Login

Legal Services and Complian... Legal Services and Compl... x

Page Safety Tools

Hubert Cumberlande

Medical Examining Board > Legal Services and Compliance > All Documents

Medical Examining Board Search this site...

Libraries	Type	Name	Modified	Modified By
Introduction & Overview Materials	Folder	Hubert Cumberlande	11/11/2013 12:14 PM	Niehaus, Matt - DSPS

Board Materials

Legal Services and Compliance

Site Pages

Lists

Calendar

Board Officers & Liaisons

Examinations and Screening Panel Members

Discussions

Internet 100%

This is what you will see when you log in to check your screening panel documents. Much like your Board Member folder, this folder is visible only to you and the DSPS staff member responsible for adding the files for your review.

Files will be cleared monthly and password protected for added security.

Bookmarks will be added and comments will be enabled, much like your agenda packets.

One set of Medical Examining Board
Screening Panel Materials
(Four of these were mailed every month)



PAPERLESS SCREENING PANELS

TOTAL POTENTIAL SAVINGS

- ★ **\$2,397.57 printing + \$2,582.30 shipping + \$10,200 Canon IR 7086 + \$22,509.24 staff time = \$37,689.11 ANNUALLY¹**
- ★ **In addition to the monetary savings:**
 - ✓ This process introduces enhanced security for screening panel documents. Under the new system, these documents are carefully controlled and protected by multiple layers of authentication.
 - ✓ Environmental impact: save 90 trees annually, landfill space, kilowatts of energy
 - ✓ Real time updates and delivery of documents.
 - ✓ Document management – ability to recreate misplaced/lost documents, locate/search/distribute files quickly and efficiently

1. COPIER/PAPER/MAILING (postage, envelopes) SAVINGS

- ✓ DLSC currently obtains paper for \$33.40 per box. Each box contains 5,000 sheets of paper. Each individual sheet of paper thus costs DSPS \$0.00668.
 - 100 sheets of paper weighs approximately 1 pound, meaning it costs \$0.668 to purchase one pound of paper.
 - Toner costs are covered by our lease on the printing equipment.
 - Print jobs after we surpass the 40,000 monthly page limit permitted in our lease cost us \$0.50 extra per 100 pages
- ✓ Adding in one internal packet for screening panel attorneys every month, DLSC printed approximately 206,500 pages of paper for Screening Panels over 210 calendar days (May 9 – November 26), not factoring in any erroneous print jobs.
- ✓ From May 9 to November 26, DLSC spent \$1,008.05 to ship Tyvek envelopes for large screening packets.
- ✓ \$51.52 is spent on regular envelopes for mailings that are light enough to send through the postal service. Mailing these envelopes costs \$414.96 in postage annually. \$365.82 is spent purchasing white Tyvek envelopes that must be sent through a courier service, for a total of \$832.30 annually on miscellaneous mailing materials.
- ✓ Based upon the above data, shipping costs for screening panels add up to \$2,582.30 annually, with estimated annual printing costs of \$2,397.57.

2. STAFF TIME/SAVINGS

- ✓ DLSC staff currently spends an average of 12 hours per Medical Examining Board screening panel packet copying and mailing. The average intake staff salary with fringe is \$24.44 per hour which costs out to \$293.28 of staff time per packet. This results in a \$7,038.72 expenditure in staff time annually. As the paperless scanning process only necessitates one run through the scanner, this will cut down the amount of time spent at the copier to ¼ its current level, a \$5,279.04 savings.
- ✓ Other Boards typically take considerably less time to prepare their screening panel packets. Assuming an average of 5 hours of staff processing time per packet, with 188 meetings that are not representative of the Medical Examining Board per year², there is an additional staff time savings of \$17,230.20 for a grand total of \$22,509.24 in staff expenses that can be reallocated.
- ✓ The time currently spent compiling the printed packets for mailing may be shifted to improving the quality of the materials through bookmarking, page numbering, and running text recognition. This will aid the screening panel in its efforts, potentially saving time screening panel attorneys spend in meetings with screening panel members.

3. OTHER FACTORS

- ✓ By drastically reducing the amount of time needed for DLSC staff to physically stand at the copier and as it is possible to print to a copier that is being used to scan documents, we could cease leasing one of our two DLSC copiers. We currently lease the more expensive copier Canon IR 7086 (Mickey) on a 6-month basis for \$850/month (\$10,200 annually.)

¹ This is achieved with virtually no cost, as the SharePoint Site has already been purchased for the Policy Development paperless initiative.

² 332 screening panel meetings are scheduled for 2014. Approximately 40% of all screening panel meetings from 2013 were cancelled due to lack of business, meaning there would be 200 total meetings. The estimate of 5 hours per packet (and 12 hours per Medical Examining Board packet) was taken from interviews with DLSC staff.

Initiatives for Improving Service

Division of Legal Services & Compliance – Paperless Screening Panels

- ✓ Drives Wisconsin to the cutting edge of state government technology solutions
- ✓ No potential for loss or damage in the mail
- ✓ Text recognition
 - Adobe can recognize typed (and usually handwritten) notes and allow for searching for specific words and phrases
- ✓ Enlarge text
 - Ability to enlarge the document for easier readability
- ✓ Accessibility of documents
 - No need to transport large files to screen materials
 - SharePoint is accessible anywhere you have a computer, tablet or smart phone and the internet
- ✓ Convenient notes and comments
 - Members have the ability to create a document in Microsoft Word directly from the SharePoint site to keep track of notes
 - This document is also accessible anywhere you can use SharePoint
 - Make comments directly in your electronic copy of each complaint on specific pages or places
 - Easy access to all comments, or specific comments, via a list in Adobe
- ✓ Pages will be numbered and bookmarked so members may easily reference points in the document
- ✓ Transition process
 - First sets of screening materials will be sent via **paper** and **electronic** formats, to ease the transition to paperless panels
- ✓ Financial impact
 - Paperless screening will save approximately \$40,000 on paper, ink, printer maintenance and shipping costs annually (\$240,000 by 2020)
 - There is also time savings in preparing, sorting, copying and mailing
 - Elimination of costs related to destroying screening panel documents
 - Reduction of file space requirements
- ✓ Technical support
 - Intake staff members are available to answer any questions you have regarding paperless screening
 - Kelley Foster – Intake for MED & MED Affiliates
(608) 267-1818 kelly.foster@wi.gov
 - DLSC staff will follow-up in the months after implementation to obtain feedback and input on the paperless screening process

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Shawn Leatherwood, Admin. Rule Coordinator		2) Date When Request Submitted: October 3, 2014											
		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 ▪ 08 work days before the meeting for all others 											
3) Name of Board, Committee, Council, Sections: Radiography Examining Board													
4) Meeting Date: December 2, 2014	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislation and Administrative Rule Matters-Discussion and Consideration <ul style="list-style-type: none"> • Update on Chiropractic Radiography Rule • Update on Podiatry Radiography Rule 											
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? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A											
10) Describe the issue and action that should be addressed: The chiropractic rule for chiropractic radiological technicians is in the drafting phase. The rule will specify what applicants are to submit as a course of study that will be approved by the Board. The scope statement is attached for your review. The Podiatric X-Ray Assistant Rule has been published and is now effective. This rule identifies the course of instruction podiatric x-ray assistants must complete in order to conduct x-rays. A copy of the rule is attached for your review.													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">11) Authorization</td> <td style="width: 40%;"></td> </tr> <tr> <td>Shawn Leatherwood</td> <td style="text-align: right;">October 3, 2014</td> </tr> <tr> <td style="border-top: 1px solid black;">Signature of person making this request</td> <td style="text-align: right; border-top: 1px solid black;">Date</td> </tr> <tr> <td style="border-top: 1px solid black;">Supervisor (if required)</td> <td style="text-align: right; border-top: 1px solid black;">Date</td> </tr> <tr> <td style="border-top: 1px solid black;">Bureau Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="text-align: right; border-top: 1px solid black;">Date</td> </tr> </table>				11) Authorization		Shawn Leatherwood	October 3, 2014	Signature of person making this request	Date	Supervisor (if required)	Date	Bureau Director signature (indicates approval to add post agenda deadline item to agenda)	Date
11) Authorization													
Shawn Leatherwood	October 3, 2014												
Signature of person making this request	Date												
Supervisor (if required)	Date												
Bureau 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 Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. 													

STATEMENT OF SCOPE

CHIROPRACTIC EXAMINING BOARD

Rule No.: Chir 4

Relating to: Course of study for chiropractic radiological technicians and chiropractic technicians

Rule Type: Permanent

1. Finding/nature of emergency (Emergency Rule only):

None.

2. Detailed description of the objective of the proposed rule:

The objective of the proposed rule is to clarify the Chiropractic Examining Board's intent regarding the statutory term course of study found in sections 446.025 (2) (a) 3. and 446.026 (2) (a) 3., Stats. This undefined term has led to inconsistent application of the statute. The proposed rule seeks to define the term in administrative code which should result in a more uniform application of the statute.

3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

Sections 446.025 (2) (a) 3. and 446.026 (2) (a) 3., Stats., regulate the certification of chiropractic radiological technicians and chiropractic technicians. One of the requirements for certification for both chiropractic radiological technicians and chiropractic technicians is the applicant must submit evidence satisfactory to the Chiropractic Examining Board that the applicant has completed a course of study approved by the Board. Currently, the term course of study is not defined in rule or statute. This has led to ambiguity as to how applicants are to comply with the statutory requirement. The proposed rule will clarify the Board's intent in administering the statute by stating what constitutes a course of study.

4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Section 15.08 (5) (b), Stats., provides that examining boards, such as the Chiropractic Examining Board, "shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, . . ." The proposed rule seeks to provide guidance to applicants seeking certification as a chiropractic radiological technician or a chiropractic technician as to what criteria meets the Board's requirement for a course of study.

Section 227.11 (2) (a), Stats., discusses the parameters of an agency's rule-making authority, stating an agency, "may promulgate rules interpreting the provisions of the statute, but a rule is not valid if it exceeds the bounds of correct interpretation. . ." This section allows an agency to promulgate administrative rules which interpret the statutes it enforces or administers as long as the proposed rule does not exceed proper interpretation of the statute. Section 227.01 (1), Stats., defines agency as a board. The Chiropractic Examining Board falls within the definition of agency and is therefore allowed to apply s. 227.11 (2) (a), Stats., to statutes it administers.

5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:

State employees will spend approximately 80 hours developing this proposed rule.

6. List with description of all entities that may be affected by the proposed rule:

The proposed rule will affect applicants for chiropractic radiological technician and chiropractic technician certification.

7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:

None.

8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):

This rule is likely to have minimal to no economic impact on small businesses.

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Patricia Schumacher (electronic)
Authorized Signature for Implementation

09/24/14
Date Submitted

Chapter Pod 7

PODIATRIC X-RAY ASSISTANT

Pod 7.01 Podiatric x-ray assistant under direct supervision of a podiatrist.

Pod 7.01 Podiatric x-ray assistant under direct supervision of a podiatrist. A podiatric physician may not delegate x-ray tasks to an unlicensed person unless the delegate has successfully completed a course of instruction for podiatric x-ray assistants approved by the board. A course of instruction for podiatric x-ray assistants is approved by the board if all of the following are true:

(1) The instructor is a physician, podiatrist, or radiographer whose license to practice in Wisconsin is current and unlimited.

(2) The program consists of at least 8 hours of instruction and a written examination. The written examination shall test a podiatric x-ray assistant's knowledge and understanding of the required course of instruction.

(3) The course of instruction addresses; and attendees demonstrate knowledge and understanding of, all the following topics:

- (a) Terminology.
- (b) Science of radiation in x-rays.
- (c) Radiation exposure and monitoring including dose limits for exposure to ionizing radiation.
- (d) Health risks of radiation exposure.
- (e) Safety techniques to reduce radiation exposure to staff and

patients as low as reasonably achievable (ALARA).

(f) Anatomy and function of foot and leg.

(g) Positioning for podiatric x-rays.

(h) Equipment operation technique and quality control, including analog and digital.

(i) Infection control.

(j) Legal and ethical issues.

(4) A podiatric physician who uses the services of a podiatric x-ray assistant shall keep at each practice site a copy of documentation that the podiatric x-ray assistant satisfactorily completed a course of instruction that meets the requirements set out above.

(5) Podiatric x-ray assistants must demonstrate every 10 years that they are competent to perform delegated x-ray tasks by successfully completing 8 hours of course instruction outlined in this chapter and successfully completing a written examination.

(6) Podiatric x-ray assistants who have taken the podiatric x-ray assistant course offering by the Wisconsin society of podiatric medicine between January 1, 2010 and December 31, 2013 have met the requirement of this section.

History: CR 13-110: cr. Register August 2014 No. 704, eff. 9-1-14; correction in (6) made under s. 13.92 (4) (b) 1., Stats., Register August 2014 No. 704, eff. 9-1-14.