



**ARIZONA STATE BOARD OF PHYSICAL THERAPY**  
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**RULES COMMITTEE MEETING MINUTES**  
**Via Google Meet Video Conferencing**  
**Virtual Attendance**  
**JULY 15, 2024**

Committee Members Present: Peg Hiller, PT Chairperson; Karen Bustillo, PT, DPT, CLT; Giovanni Leone, PTA; Lori Bordenave, PT, DPT, PhD; Jim Lynskey, PT, PhD; Blair Packard, PT, MS, FAPTA; Linda Thunn, PT, DPT; Helene Fearon, PT.

Committee Members Absent: JJ Bercel, PT, DPT (Dr. Bercel arrived at 12:03 p.m.)

Assistant Attorney General Available by Phone: Marc Harris, Assistant Attorney General

Board Staff Present: Judy Chepeus, Executive Director

Board Staff Absent:

**RULES COMMITTEE MEETING AGENDA**

- 1) **Call to order:** Ms. Hiller called the meeting to order at 11:03 a.m. (A recording of the meeting is available on the Board’s website.)
- 2) **Roll Call:** See above
- 3) **Minutes: Review, consideration, and action:**

**A. June 10, 2024 Rules Committee Minutes**

Ms. Hiller moved, seconded by Ms. Fearon to APPROVE the June 10, 2024 Rules Committee meeting minutes. The motion passed.

<b>VOTING</b>	<b>Ms. Hiller</b>	<b>Dr. Bustillo</b>	<b>Mr. Leone</b>	<b>Dr. Bercel</b>	<b>Dr. Bordenave</b>	<b>Dr. Lynskey</b>	<b>Mr. Packard</b>	<b>Dr. Thunn</b>	<b>Ms. Fearon</b>
<b>AYE</b>	X				X	X	X	X	X
<b>NAY</b>									

<b>Recused</b>									
<b>Abstained</b>		X	X						
<b>Absent</b>				X					

Ms. Hiller re-ordered the agenda.

**5) Research Task number 7 A.A.C. R4-24-303 Supervision of student PTs and PTAs**

Review, discussion, and possible action regarding research task number 7; A.A.C. R4-24-303 Supervision of student PTs and PTAs.

Dr. Lynskey and Dr. Bordenave provided a summary of their research findings related to the Supervision of student PTs and PTAs.

Ms. Hiller moved, seconded by Dr. Bustillo to MAKE NO CHANGES regarding the supervision of student PTs and PTAs based on the passing of SB1267 and the recommendations from task group 7 for A.A.C. R4-24-303 Supervision of student PTs and PTAs. The motion passed unanimously.

<b>VOTING</b>	<b>Ms. Hiller</b>	<b>Dr. Bustillo</b>	<b>Mr. Leone</b>	<b>Dr. Bercel</b>	<b>Dr. Bordenave</b>	<b>Dr. Lynskey</b>	<b>Mr. Packard</b>	<b>Dr. Thunn</b>	<b>Ms. Fearon</b>
<b>AYE</b>	X	X	X		X	X	X	X	X
<b>NAY</b>									
<b>Recused</b>									
<b>Abstained</b>									
<b>Absent</b>				X					

**6) Research Task number 9 A.A.C. R4-24-303 Supervision ratios**

Review, discussion, and possible action regarding research task number 9; A.A.C. R4-24-303 Supervision ratios.

Mr. Packard and Dr. Bordenave provided a summary of their research findings related to Supervision ratios.

Mr. Packard moved, seconded by Dr. Lynskey to ADOPT the recommendations from task group 9 for A.A.C. R4-24-303 Supervision ratios. The recommendations are as follows: a physical therapist shall not direct and supervise more than three assistive personnel at any time. The 3 assistive personnel may include a combination of:

- No more than 3 physical therapist assistants
- No more than 2 physical therapy aides or
- No more than 1 interim permit holder, restricted license holder, or other assistive personnel.

The motion passed unanimously.

<b>VOTING</b>	<b>Ms. Hiller</b>	<b>Dr. Bustillo</b>	<b>Mr. Leone</b>	<b>Dr. Bercel</b>	<b>Dr. Bordenave</b>	<b>Dr. Lynskey</b>	<b>Mr. Packard</b>	<b>Dr. Thunn</b>	<b>Ms. Fearon</b>
<b>AYE</b>	X	X			X	X	X	X	X

<b>NAY</b>			X						
<b>Recused</b>									
<b>Abstained</b>				X					
<b>Absent</b>									

Dr. Bercel joined the meeting at 12:03 p.m.

**7) Research Task number 10 A.A.C. R4-24-303 Requirement of 2,000 hours of practice under on-site supervision**

Review, discussion, and possible action regarding research task number 10; A.A.C. R4-24-303 Requirement of 2,000 hours of practice under on-site supervision.

Mr. Leone and Dr. Bercel provided a summary of their research findings related to the Requirement of 2,000 hours of practice under on-site supervision.

Ms. Hiller moved, seconded by Mr. Packard to TABLE the recommendations from research task group 10 for A.A.C. R4-24-303 Requirement of 2,000 hours of practice under on-site supervision and combine this research with the research forthcoming from task group 6. The motion passed unanimously.

<b>VOTING</b>	<b>Ms. Hiller</b>	<b>Dr. Bustillo</b>	<b>Mr. Leone</b>	<b>Dr. Bercel</b>	<b>Dr. Bordenave</b>	<b>Dr. Lynskey</b>	<b>Mr. Packard</b>	<b>Dr. Thunn</b>	<b>Ms. Fearon</b>
<b>AYE</b>	X	X	X	X	X	X	X	X	X
<b>NAY</b>									
<b>Recused</b>									
<b>Abstained</b>									
<b>Absent</b>									

**8) Research Task number 11 A.A.C. R4-24-304 Discharge summary**

Review, discussion, and possible action regarding research task number 11; A.A.C. R4-24-304 Discharge summary.

Mr. Packard provided a summary of their research findings related to Discharge summaries

Ms. Hiller moved, seconded by Ms. Fearon to ADOPT the recommendations from research task group 11 for A.A.C. R4-24-303 and R4-24-304 Discharge summary as follows:

The recommendations to the rule appear in bold text and are as follows:

**R4-24-303. Patient Care Management**

A. A physical therapist is responsible for the scope of patient management in the practice of physical therapy as defined by A.R.S. § 32-2001. For each patient, the physical therapist shall:

1. Perform and document an initial evaluation;
2. Perform and document periodic reevaluation;
3. Document a discharge **or conclusion of episode of care** summary and the patient's response to **the**

**course of treatment at discharge therapeutic intervention;**

- 4. Ensure that the patient's physical therapy record is complete and accurate; and
- 5. Ensure that services reported for billing, whether billed directly to the patient or through a third party, are accurate and consistent with information in the patient's physical therapy record.

**R4-24-304. Adequate Patient Records**

E. Discharge **or conclusion of episode of care** summary. As required by A.R.S. § 32-2043(F)(3), a physical therapist shall document the conclusion of care in a patient's record regardless of the reason that care is concluded. **The discharge or conclusion of episode of care summary shall include the recommended discharge plan.**

- 1. If care is provided in an **acute-care hospital in-patient facility setting**, the entry made under subsection (C) on the last date that a therapeutic intervention is provided constitutes documentation of the conclusion of care if the entry is made by a physical therapist.
- 2. If care is not provided in an **acute-care hospital in-patient facility setting** or if a physical therapist does not make the entry under subsection (C) on the last date that a therapeutic intervention is provided, a physical therapist shall make an entry that meets the standards in subsection (A) in the patient record and document:
  - a. The date on which therapeutic intervention terminated;
  - b. The reason that therapeutic intervention terminated;
  - c. Inclusive dates for the episode of care being terminated;
  - ~~d. The total number of days on which therapeutic intervention was provided during the episode of care;~~
  - d. The patient's current functional **status limitations; and** [This change was proposed and accepted by the Rules Committee from the work of subgroup #2 – Function.]
  - e. The patient's progress toward achieving the goals in the plan of care required under subsection (B)(7)(B)(8); **and.**
  - ~~g. The recommended discharge plan.~~ [Already addressed in the stem paragraph.]

The motion passed unanimously.

<b>VOTING</b>	<b>Ms. Hiller</b>	<b>Dr. Bustillo</b>	<b>Mr. Leone</b>	<b>Dr. Bercel</b>	<b>Dr. Bordena ve</b>	<b>Dr. Lynskey</b>	<b>Mr. Packard</b>	<b>Dr. Thunn</b>	<b>Ms. Fearon</b>
<b>AYE</b>	X	X	X	X	X	X	X	X	X
<b>NAY</b>									
<b>Recused</b>									
<b>Abstained</b>									
<b>Absent</b>									

Dr. Thunn exited the meeting at 12:33 p.m.

**9) Research Task number 12 A.A.C. R4-24-401 through 403 Continuing competence**

Review, discussion, and possible action regarding research task number 12; A.A.C. R4-24-401 through 403 Continuing competence.

Dr. Lynskey provided a summary of his task group’s research findings to date related to continuing competence.

Dr. Lynskey moved, seconded by Dr. Bustillo to ADOPT the recommendations from task group 12 for A.A.C. R4-24-401 through 403 Continuing competence as it relates to the quantity of contact hours required. The recommendations are to increase to 30 continuing competence contact hours for a Physical Therapist and 20 continuing competence contact hours for a Physical Therapist Assistant. The motion passed unanimously.

VOTING	Ms. Hiller	Dr. Bustillo	Mr. Leone	Dr. Bercel	Dr. Bordenave	Dr. Lynskey	Mr. Packard	Dr. Thunn	Ms. Fearon
AYE	X	X	X	X	X	X	X		X
NAY									
Recused									
Abstained									
Absent								X	

Dr. Bordenave exited the meeting at 1:02 p.m.

**10) Progress updates from Research Task groups**

Review, discussion, and possible action regarding progress updates from remaining Research Task groups.

Ms. Hiller opened the floor for updates from task groups who did not present their research.

**4) Research Task number 5 Therapeutic relationship between patients and providers**

Review, discussion, and possible action regarding research task number 5; Therapeutic relationship between patients and providers.

Ms. Hiller moved, seconded by Dr. Bustillo to TABLE the recommendations from task group 5 for Therapeutic relationship between patients and providers, until a future meeting. The motion passed unanimously

VOTING	Ms. Hiller	Dr. Bustillo	Mr. Leone	Dr. Bercel	Dr. Bordenave	Dr. Lynskey	Mr. Packard	Dr. Thunn	Ms. Fearon
AYE	X	X	X	X		X	X		X
NAY									
Recused									
Abstained									
Absent					X			X	

The committee revisited the discussion regarding task group 12 to memorialize the intent to continue further discussion at a future meeting.

Ms. Hiller moved, seconded by Dr. Bustillo to TABLE the remainder of the discussion topics from task group 12 for A.A.C. R4-24-401 through 403 Continuing competence. The motion passed unanimously.

VOTING	Ms. Hiller	Dr. Bustillo	Mr. Leone	Dr. Bercel	Dr. Bordenave	Dr. Lynskey	Mr. Packard	Dr. Thunn	Ms. Fearon

<b>AYE</b>	X	X	X	X		X	X		X
<b>NAY</b>									
<b>Recused</b>									
<b>Abstained</b>									
<b>Absent</b>					X			X	

**11) Future Meetings and Timelines**

Review, discussion, and possible action regarding the future meeting dates and project timelines.

The committee discussed future timelines and additional meetings.

**12) Future Agenda Items**

Discussion, review, and possible adoption for the following research task items: 4, 5, 6, 8, 10, 12

- 4 - Article 2, R4-24-208 Renewal requirements of those licensed in the second year of a compliance cycle
- 5 - Article 3, Therapeutic relationships between patients and providers
- 6 - Article 3, R4-24-303 Supervision of PT Assistants and aides
- 8 - Article 3, R4-24-303 Documentation of communication between PT and PTA on each date of service
- 10 - Article 3, R4-24-303 Requirement of 2,000 hours of practice under on-site supervision
- 12 - Article 4, R4-24-401 through 403 Continuing competence
- Review adopted rule recommendations for consistency
- Comprehensive review of the rules prior to submission to the Board

**13) Adjournment**

Mr. Packard moved, seconded by Dr. Bustillo to ADJOURN. The motion passed unanimously.

<b>VOTING</b>	<b>Ms. Hiller</b>	<b>Dr. Bustillo</b>	<b>Mr. Leone</b>	<b>Dr. Bercel</b>	<b>Dr. Bordena ve</b>	<b>Dr. Lynskey</b>	<b>Mr. Packard</b>	<b>Dr. Thunn</b>	<b>Ms. Fearon</b>
<b>AYE</b>	X	X	X	X		X	X		X
<b>NAY</b>									
<b>Recused</b>									
<b>Abstained</b>									
<b>Absent</b>					X			X	

Meeting adjourned at 1:05 p.m.

Prepared by



Judy Chepeus

Executive Director

Approved by,

Peg Hiller, PT  
Chairperson