

JANICE K. BREWER
Governor

LISA AKERS, PT, MS
President



CHARLES D. BROWN
Executive Director

ARIZONA STATE BOARD OF PHYSICAL THERAPY
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REGULAR SESSION MEETING MINUTES
November 18, 2014

MEMBERS PRESENT:

Lisa Akers, PT, MS; President
Melinda Richardson, PT, MA; Vice President
Michael S. Clinton, CPA; Secretary
James E. Miller, PT, DPT, Member

Members Absent

Al D'Appollonio, PT, MBA; Member
Peggy Hunter, PTA, CLT; Member
Fredric B. Zook, Ph.D. Public Member

OTHERS PRESENT IN PERSON:

Charles D. Brown, Executive Director
Karen Donahue, Senior Investigator
Veronica Cardoza, Office Manager
Mona Baskin, Assistant Attorney General

CALL TO ORDER – 8:36 a.m.

Ms. Akers called the meeting to order at 8:36 a.m. (A recording of the meeting is available through the Board Office)

1) Review and Approval of Draft Minutes

a) October 28, 2014 Regular Session Meeting Minutes

Dr. Miller requested corrections to the October minutes. Dr. Miller read a statement he wished to be entered on Page 8 in the discussion of the complaint regarding Scott Jackson, PT. No other changes were requested. Ms. Akers moved the Board approve the amended minutes. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

b) October 28, 2014; Executive Session Meeting Minutes

Dr. Miller requested the minutes reflect he was recused from the Executive Session. Ms. Akers moved the Board approve the minutes as amended. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

2) CONSENT AGENDA: REVIEW, CONSIDERATION and ACTION

a) Applications for Licensure and Certification

i) Review, Consideration and Approval of Applications of Physical Therapist Licensure upon Receipt of Passing Scores on the NPTE/AZLAW and Final Transcript

Bailey Bauman	Lauren Duffy	Sylvia Fassio
Lauren Gilbert	Jacob Girlinghouse	Kathryn Girlinghouse
Cody Hobelman	Elana Karkowski-Schelar	Janelle Lupp-Thomas
Chad Morlock	Morgan Perry	Stephanie Petrycki
Jason Smith	Cynthia Woods	Karri Zicarelli

ii) Review, Consideration and Approval of Applications for Physical Therapist Assistant Certification upon Receipt of Passing Scores on the NPTE/AZLAW and Final Transcript.

Lisa Back	Maria Bennett	Lindsay Cornelius
Charlotte Latham	Jaqueline Moore	Allison Nguyen
Scott Rhoades		

No Board members requested the removal of an applicant from the consent agenda. Ms. Akers moved the Board approve the applicants listed on the consent agenda for licensure or certification upon receipt of passing scores and final transcripts. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Consent Agenda End

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

3) Review, Consideration and Action on Applications for Licensure and Certification

a) Review of and Possible Action on the Following Applications for Physical Therapist Licensure – Foreign Educated Graduates of Programs Not U.S. Accredited.

- i) Review of Education, Determination of Supervised Clinical Practice Period, and Possible Licensure
 - (1) Aileen Jimenea

Ms. Richardson moved the Board find Ms. Jimenea’s education substantially equivalent; require completion of a SCPP, and taking and passing the AZLAW examination. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D’Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

- (2) Niveditha Krishnamurthy

Ms. Akers moved the Board find Ms. Krishnamurthy’s education substantially equivalent, require a SCPP, and require passing of the AZLAW examination. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D’Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

- (3) Hilmar Ray

Ms. Akers moved the Board find Ms. Ray’s education is not substantially equivalent and require her to complete coursework or testing to complete the deficiencies listed in her credential evaluation. In addition, the Board waives the requirement of a SCPP based on her experience as a physical therapist in the United States and require passing of the AZLAW examination. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D’Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

- b) Substantive Review of Documentation Related to Disclosure on “Personal Information” Section of Application
 - (1) Physical Therapist Applications and Approval to take the NPTE and the AZLAW (Jurisprudence) Exam and Possible Certification.
 - (a) Dustin Loyd

The Board discussed Mr. Loyd’s personal disclosure. Mss. Akers moved the Board approve Mr. Loyd to take the NPTE and AZLAW examination and be approved for licensure upon receipt of passing scores and final

transcripts. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

4) COMPLAINTS, HEARINGS, INVESTIGATIONS and COMPLIANCE

c) Initial Review, Approval of Modified Consent Agreement

i) Dustin Buck, PT

Mr. Brown reviewed the consent agreement offered by the Board and the changes to the Conclusions of Law made by Board staff. Mr. Brown stated the changes better reflect the actions listed in the Findings of Fact. Ms. Richardson moved the Board approve the consent agreement as presented by Board staff. Mr. Clinton seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

b) Initial Review, Discussion and Action on Complaint

i) Complaint #14-43; Jim Roarty, PT

Mr. Roarty was present and addressed the Board. Mr. Brown provided a summary of the complaint regarding Mr. Roarty working past the expiration of his license before renewing. Ms. Richardson moved the Board offer a consent agreement to Mr. Roarty in accordance with the unlawful practice matrix. If the consent agreement is not accepted the case is forwarded to an informal hearing. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

iii) Complaint #14-46; Melissa Mereness, PTA

Ms. Mereness was not present. Ms. Donahue provided a review of the complaint regarding allegations Ms. Mereness worked as a physical therapist assistant past the expiration of her certificate. Ms. Richardson

moved the Board offer a consent agreement to Ms. Mereness in accordance with the unlawful practice matrix excluding a requirement to notify third party payors and patients considering the supervising physical therapist will be required to do so. If the consent agreement is not accepted the case is forwarded to an informal hearing. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

iv) Complaint #14-47; Jeff Carr, PT

Mr. Carr was not present and was not represented. Ms. Donahue provided a summary of the allegations in the complaint. Mr. Car was the supervisor of Ms. Mereness when she was working past the expiration of her certificate. Ms. Akers moved the Board offer Mr. Carr a consent agreement for six months of probation with terms that he notify his employer, all third party payors and patients affected by Ms. Mereness work past the expiration of her certificate. In addition, Mr. Carr must pay a civil penalty of \$100.00. If Mr. Carr does not sign the consent agreement, the complaint is forwarded to an informal hearing. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

ii) Complaint #14-44; Carissa Millikan, PT

Ms. Millikan was present and addressed the Board. Ms. Donahue provided a summary of the allegations in the complaint. Ms. Millikan was the supervisor of a physical therapist assistant that worked past the expiration of the physical therapist assistant's certificate. Ms. Akers moved the Board offer Ms. Millikan a consent agreement for six months of probation with terms to notify her employer, all third party payors and patients affected by Ms. Millikan's physical therapist assistant's work past the expiration of certification and payment of a \$100.00 civil penalty. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

- a) Informal Hearing and Possible Action on Complaint:
 - i) Complaint #14-19; Josh Sponder, PT

Mr. Sponder was not present at the scheduled start of the hearing. The Board continued with other complaints to provide Mr. Sponder time to appear.

- ii) Complaint #14-20; Jessica Gengler, PT

Ms. Gengler was present and was represented by Eric M. Slater. The Board and staff introduced themselves. Ms. Akers provided a review of how the proceeding will be conducted and the possible outcomes. Ms. Akers sworn in Ms. Gengler and Ms. Donahue as witnesses. Mr. Brown provided a summary of the allegations. Mr. Slater provided an opening statement. Mr. Slater provided exhibits of patient records and screen shots for the Board's review. Following Mr. Slater's presentation of exhibits and opening remarks the Board asked questions of Ms. Gengler.

The Board questioned Ms. Gengler regarding the additional records provided by her counsel and the records in the Board's investigative files. Following the conclusion of questioning Ms. Gengler and Mr. Slater provided closing remarks. The Board then entered discussion.

Following the Board's discussion Ms. Akers moved the Board adopt the following Findings of Fact:

Failed to supervise assistive personnel, physical therapy students or interim permit holders in accordance with this chapter and rules adopted pursuant to this chapter.

- 1. Ms. Gengler may have failed to supervise Mr. Rich on the following dates of service:

- A. Patient MB

- a. October 10, 2013
- b. October 15, 2013
- c. October 17, 2013
- d. October 22, 2013
- e. October 24, 2013
- f. October 31, 2013

- B. Patient KG

- a. September 4, 2013
- b. October 18, 2013

- C. Patient GG

- b. November 21, 2013
- c. November 26, 2013

B) Failed to report to the Board any direct knowledge of an unprofessional, incompetent or illegal act that appears to be in violation of this chapter or board rules.

- 1. Ms. Gengler knew or should have known that Mr. Rich was not being adequately supervised when providing patients under Ms. Gengler's supervision and/or POC or when Mr. Rich was providing services when only Ms. Gengler was present in the facility.

C) Failed to maintain adequate patient records. For the purposes of this paragraph, “adequate patient records” means legible records that comply with board rules and that contain at a minimum an evaluation of objective findings, a diagnosis, and the plan of care, the treatment record, a discharge summary and sufficient information to identify the patient.

1. Ms. Gengler may have failed to maintain adequate patient records for GG, KG and MB as indicated in the patient record review.

D) A physical therapist is responsible for patient care given by assistive personnel under the physical therapist’s supervision. A physical therapist may delegate to assistive personnel and supervise selected acts, tasks or procedures that fall within the scope of physical therapy practice but that do not exceed the education or training of the assistive personnel.

R4-24-303(B) On each date of service, a physical therapist shall determine, based on the patient’s acuity and treatment plan, whether it is appropriate to use assistive personnel to perform a selected treatment intervention of physical therapy task for the patient.

1. Ms. Gengler’s response to the complaint may indicate that Ms. Gengler is not directly delegating patient care interventions to Mr. Rich.

“If a patient comes in but is on the PTA schedule, I will still ask them how they are doing when I see them, and if a new or acute issue does arise or is mentioned, our schedule allows flexibility so that it can be addressed by the PT, sometimes with discussion or input from the PTA.

2. On several dates of service, Ms. Gengler is the only therapist in the facility. The documentation and patient schedule may not indicate that Ms. Gengler was delegating interventions to Mr. Rich.

Mr. Clinton seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D’Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

Ms. Akers moved the Board adopt the following as Conclusions of Law:

1. A.R.S. §32-2044(1) “Violating this chapter, Board rules or a written board order.”
2. A.R.S. §32-2044(6): “Failing to supervise assistive personnel, physical therapy students or interim permit holders in accordance with this chapter and rules adopted pursuant to this chapter.”
3. A.R.S. §32-2044(17): “Failing to report to the Board any direct knowledge of an unprofessional, incompetent or illegal act that appears to be in violation of this chapter or board rules.”

4. A.R.S. §32-2044(20): “Failing to maintain adequate patient records. For the purposes of this paragraph, “adequate patient records” means legible records that comply with board rules and that contain at a minimum an evaluation of objective findings, a diagnosis, and the plan of care, the treatment record, a discharge summary and sufficient information to identify the patient.”

5. A.R.S. §32-2043(A) “A physical therapist is responsible for patient care given by assistive personnel under the physical therapist’s supervision. A physical therapist may delegate to assistive personnel and supervise selected acts, tasks or procedures that fall within the scope of physical therapy practice but that do not exceed the education or training of the assistive personnel.”

6. R4-24-303(B) “On each date of service, a physical therapist shall determine, based on the patient’s acuity and treatment plan, whether it is appropriate to use assistive personnel to perform a selected treatment intervention of physical therapy task for the patient.”

Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

Ms. Akers moved the Board issue a disciplinary order for one year probation with terms that Ms. Gengler complete continuing education in documentation for six hours and receive credit for courses already taken, undergo a minimum of one audit of three randomly selected patient files selected by Board staff. In addition Ms. Gengler must complete a presentation to 20 physical therapists, physical therapist assistants or students within six months. The presentation will cover documentation, supervision, and material related to Complaint #14-20 and is at least 30 minutes in duration. Ms. Gengler must get staff approval of the presentation prior to providing the presentation and provide proof of completing the presentation. Ms. Gengler may request early termination of her probation following completion of all of the terms of probation. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous roll call vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

The Board recessed at 11:00 a.m.

The Board returned to Regular Session at 11:14 a.m.

iii) Complaint #14-21; Lesley Bludworth, PT

Ms. Bludworth was present and was represented by legal counsel Susan McClellan. The Board and staff introduced themselves. Ms. Akers provided a review of how the proceeding will be conducted and the possible outcomes. Ms. Akers sworn in Ms. Bludworth and Ms. Donahue as witnesses. Mr. Brown provided a summary of the allegations.

Failed to supervise assistive personnel, physical therapy students or interim permit holders in accordance with this chapter and rules adopted pursuant to this chapter.

1. Ms. Bludworth, the only physical therapist in the facility on October 10, 2013, started providing treatment at 10am. Upon arrival, Mr. Rich, PTA was treating patients. Ms. Bludworth failed to inquire regarding supervision of patients by Mr. Rich, prior to her arrival. A re-evaluation was conducted on patient MB. Patient KG also received treatment; prior to Ms. Bludworth's arrive by Mr. Rich. It is undetermined who performed and documented the evaluation of MB on this date of service as Mr. Sponder is on vacation/ Ms. Gengler is not in the facility on this date.

- Ms. Bludworth states in her response that "There are two dates (September 10 and 12, 2013) wherein Ms. Brown received treatment by Mr. Rich in which I was scheduled to be in the clinic. Treatment was provided prior to my arrival at 10am and on site supervision was provided to Mr. Rich on these occasions by the Jessica Gengler."
- Ms. Bludworth, upon entering the facility and observing Mr. Rich currently providing treatment to patients should have inquired Mr. Rich's supervision status.
- Patient MB was scheduled for treatment by Mr. Rich at 7:30am.
- Documentation of October 10, 2013 indicates that MB underwent a re-evaluation. No physical therapist is in the facility. Ms. Bludworth is the only physical therapist providing treatment on October 10, 2013 starting at 10am. Mr. Sponder, whose signature was affixed to the document, is on vacation.
- The documentation does not indicate that Mr. Rich is being supervised under general supervision on this date of service.

2. Mr. Rich continues to provide treatment to two additional patients, on October 10, 2013, after Ms. Bludworth's arrival. The documentation does not indicate that Ms. Bludworth delegated aspects of treatment to Mr. Rich or that she engaged the patient prior to treatment being initiated by Mr. Rich.

- This is supported by Ms. Bludworth's statements in her response, "Mr. Rich has been proactive in communicating if a patient he has interacted with had changes or concerns so that the supervising therapist could re-assess the patient and direct care accordingly."

B) Failed to report to the Board any direct knowledge of an unprofessional, incompetent or illegal act that appears to be in violation of this chapter or board rules.

1. Ms. Bludworth knew or should have known that her signature was not being affixed to billing.
2. Ms. Bludworth, knew or should have known, that Mr. Rich was not being adequately supervised when providing treatment interventions, without a therapist in the facility, to patients (MB,VB, KG, GL, WR) on October 10, 2013.

C) Failed to maintain adequate patient records. For the purposes of this paragraph, "adequate patient records" means legible records that comply with board rules and that contain at a minimum an

evaluation of objective findings, a diagnosis, and the plan of care, the treatment record, a discharge summary and sufficient information to identify the patient.

1. Ms. Bludworth failed to maintain adequate patient records for patient MB as indicated in the patient record review.

D) A physical therapist is responsible for patient care given by assistive personnel under the physical therapist’s supervision. A physical therapist may delegate to assistive personnel and supervise selected acts, tasks or procedures that fall within the scope of physical therapy practice but that do not exceed the education or training of the assistive personnel.

R4-24-303(B) “On each date of service, a physical therapist shall determine, based on the patient’s acuity and treatment plan, whether it is appropriate to use assistive personnel to perform a selected treatment intervention of physical therapy task for the patient.”

1. Ms. Bludworth’s response to the complaint may indicate that Ms. Bludworth is not directly delegating patient care interventions to Mr. Rich.
 - a. “Treatment of patients is very fluid in the clinic and as patients finish with their exercises they either wait for their PT for the on-on-one education or treatment or they receive their manual treatment by the PTA.”
 - b. “Mr. Rich has been proactive in communicating if a patient he has interacted with had changes or concerns so that the supervising therapist could re-assess the patient and direct care accordingly.”

E) Failed to ensure that her electronic signature used to sign an entry, was is secure.

1. Ms. Bludworth, knew or should have known, that it may have been illegal for her to utilize the password of another therapist in order to access patient records to produce documentation and billing.
 - a. Ms. Bludworth utilizes the password for Mr. Sponder to enter documentation and produce billing for patients who received treatment.
 - b. Mr. Sponder is identified in the billing on July19, 22, and 24, 2013. Ms. Bludworth produced the documentation and provided treatment.

Ms. McClellan provided an opening statement and Ms. Bludworth answered questions from the Board. Following the Board’s questioning Ms. McClellan provided a closing statement. The Board then entered discussion. The Board reviewed the allegations against Ms. Bludworth. Dr. Miller moved the complaint be dismissed. Ms. Richardson seconded the motion. In discussion Ms. Richardson and Ms. Akers stated they would prefer to issue a non-disciplinary order for continuing education. Dr. Miller withdrew his motion. Ms. Richardson withdrew the second of the motion. Ms. Richardson moved the Board resolve the complaint with the issuance of a Non-disciplinary order for continuing education for four hours of supervision education and six hours of continuing education in documentation. Ms. Bludworth will receive credit for the six hours ProTech and the secondary supervision course she previously completed. The continuing education must be completed in six months. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D’Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X

Nay							
Recused							
Abstained							
Absent	X		X	X			

- i) Complaint #14-19; Josh Sponder, PT

Mr. Sponder was not present for his Informal Hearing. Therefore the complaint and all allegations are forwarded to a Formal Hearing.

- b) Review, Discussion and Action on Opening Board Investigation
 - i) Cann Chiropractic
 - ii) Better Chiropractic
 - iii) Gilbert Physical Medicine

Mr. Brown provided a review of the allegations the above businesses where advertising physical therapy services without employing physical therapists. The Review of websites indicates all three businesses are primarily chiropractic clinics. Mr. Brown noted that the Board of Chiropractic Examiners allows doctors of chiropractic holding the required certificate to advertise physiotherapy services but not physical therapy services. Ms. Richardson moved the Board instruct staff to forward the allegations to the Board of Chiropractic Examiners and send each business a letter requesting they correct their websites advertising. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

5) BOARD BUSINESS AND REPORTS

The Board may vote to go into Executive Session pursuant to A.R.S. §38-431.03(A)(2) for purposes of discussing confidential information or §38-431.03(A)(3) to obtain legal advice.

- b) Executive Director's Report – Verbal Report Only
 - i) Financial Report
 - ii) Board Staff Activities
 - iii) Legislation
 - iv) Rule Activity
 - v) FSBPT

Mr. Brown provided a verbal report. No action was taken or required.

- c) Review, Discussion and Action on Rule Making Related to SB 1154; Dry Needling; Review of Public Comments

No person was signed in to address the Board. Ms. Akers reviewed the survey of Board member responses to the survey of members regarding potential provisions to be included in the Dry Needling standards of education and training. The following provisions where included.

1. The Board will require the completion of a dry needling educational course of instruction approved by one of the following entities: Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, State Chapters of the American Physical Therapy Association, or the Federation of State Boards of Physical Therapy.
2. The course of instruction will include a minimum number of hours of instruction.
3. The instruction must include two examinations. One written examination and one practical examination.
4. The instruction must include Sterile Needle Procedures to include one of the following standards:
 - a. The U.S. Centers for Disease Control and Prevention or
 - b. The U.S. Occupational Safety and Health Administration
5. The instruction must include anatomical review.
6. The instruction must include blood borne pathogens education.
7. The education must include dry needling contraindications and indications.
8. All instruction must be done in person.
9. All documentation related to dry needling must conform to current documentation standards under A.A.C. R4-24-304.
10. The intervention dry needling cannot be delegated to assistive personnel.
11. The consent for treatment of dry needling will be consistent with A.A.C. R4-24-301.
12. A physical therapist providing dry needling services shall provide proof of completing the above requirements to a patient or the Board upon request.

The Board instructed staff to draft rules including the above provisions for the Board review at the December 2014 meeting or January 2015 meeting.

- d) Review, Discussion, and Action on Board Delegation of Hiring Authority to Executive Director for Filing of the Vacant Office Manager Position

Dr. Miller moved the Board delegate to Mr. Brown authority to promote Veronica Cardoza to Licensing Administrator and to hire a new staff member to file the vacated Office Manager position. Mr. Brown is authorized to conduct a direct hiring or open the process for application. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

6) CALL TO THE PUBLIC

No person came forward requesting to address the Board.

Ms. Akers moved to adjourn the meeting. Ms. Richardson seconded the motion. After review and discussion the motion carried by unanimous vote.

Vote	Mr. D'Appollonio	Ms. Akers	Ms. Hunter	Dr. Zook	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye		X			X	X	X
Nay							
Recused							
Abstained							
Absent	X		X	X			

Meeting adjourned at 1:27 PM

Prepared by,

Charles D. Brown
Executive Director

Approved by,

Michael S. Clinton, CPA
Secretary