



STATE OF WISCONSIN
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**PERFUSIONISTS EXAMINING COUNCIL
TELECONFERENCE
Room 121B, 1400 E. Washington Avenue, Madison
DSPS Contact: Tom Ryan (608) 261-2378
April 11, 2013**

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 summary of the actions and deliberations of the Council.

1:00 P.M.

OPEN SESSION

- A. Call to Order – Roll Call
- B. Declaration of Quorum
- C. **Approval of the Agenda (1-2)**
- D. **Approval of Minutes of April 12, 2012 (3-4)**
- E. **Election of Officers and Liaison Appointments (5-6)**
- F. **Administrative Updates**
 - 1) Staff Updates
 - 2) Paperless Initiative (7-10)
 - 3) Other
- G. Practice Matters
- H. Informational Items
- I. 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)

J. Public Comment(s)

CLOSED SESSION

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (Wis. Stat. § 19.85 (1) (a)); consider closing disciplinary investigation(s) with administrative warning(s) (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))

K. 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) Administrative Warnings
- 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

L. Consulting with Legal Counsel

M. Ratifying Licenses and Certificates

RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

N. Voting on Items Considered or Deliberated on in Closed Session if Voting is Appropriate

ADJOURNMENT

**PERFUSIONISTS EXAMINING COUNCIL
VIRTUAL MEETING
APRIL 12, 2012**

MEMBERS PRESENT: David Cobb, Jeffery Edwards; Matthew J. Hietpas, Shawn Mergen

STAFF PRESENT: Tom Ryan, Executive Director; Sandy Nowack, Legal Counsel;
Karen Rude-Evans, Bureau Assistant

CALL TO ORDER

Matthew Hietpas, Chair, called the meeting to order at 1:02 p.m. A quorum of four (4) board members was confirmed.

ADOPTION OF AGENDA

MOTION: Jeffery Edwards moved, seconded by Shawn Mergen, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MARCH 17, 2011

MOTION: Jeffrey Edwards moved, seconded by Shawn Mergen, to approve the minutes of March 17, 2011 as written. Motion carried unanimously.

SECRETARY MATTERS

There were no matters to discuss.

ELECTION OF 2012 OFFICERS

NOMINATION: Matthew Hietpas nominated Shawn Mergen for Chair.

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

Shawn Mergen was elected Chair of the Council by unanimous vote.

NOMINATION: Shawn Mergen nominated Jeffery Edwards for Vice Chair.

Matthew Hietpas called for nominations a total of three times. Hearing no other nominations, a vote was called.

Jeffery Edwards was elected as Vice Chair of the Council by unanimous vote.

NOMINATION: Jeffery Edwards nominated Matthew Hietpas for Secretary.

Matthew Hietpas called for nominations a total of three times. Hearing no other nominations, a vote was called.

Matthew Hietpas was elected Secretary of the Council by unanimous vote.

MOTION: Shawn Mergen moved, seconded by David Cobb, to maintain Matthew Hietpas and Jeffrey Edwards as the credentialing liaisons. Motion carried unanimously

Credentialing Liaisons: Matthew Hietpas, Jeffery Edwards

Education Liaison: (not appointed)

EXECUTIVE DIRECTOR MATTERS

Board Member Guidebook

Tom Ryan reviewed this information with the Council. The Council members were asked to complete and return the signature page.

Delegation Motion

MOTION: Matthew Hietpas moved, seconded by Jeffery Edwards, to delegate authority to the Chair of the Council, highest ranking officer, or longest serving member on 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.

DISCUSSION ITEMS

CONTINUING EDUCATION ISSUES

Discussion of Biennial Training Requirements

MOTION: Shawn Mergen moved, seconded by Matthew Hietpas, that in regard to licensees who have graduated from an approved educational program in perfusion at any time during the two years preceding the biennial reporting of training required under Wis. Stats. § 448.13, the Council pre-approves as acceptable education up to thirty (30) hours from the approved educational program in perfusion. Motion carried unanimously.

CONVENE TO CLOSED SESSION

The Council did not go into closed session as there was no closed session business.

ADJOURNMENT

MOTION: Matthew Hietpas moved, seconded by Jeffery Edwards, to adjourn the meeting at 1:31 p.m. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Karen Rude-Evans, Bureau Assistant, on Behalf of Executive Director Tom Ryan		2) Date When Request Submitted: 4/3/2013 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: Perfusionists Examining Council			
4) Meeting Date: April 11, 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 Liaison 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 Liaison Appointments. Current Officers: Shawn Mergen, Chair; Jeffery Edwards, Vice Chair; Matthew Hietpas, Secretary Current Liaisons: Credentialing: Matthew Hietpas, Jeffery Edwards Education: not appointed			
11) Authorization			
Karen Rude-Evans		4/3/2013	
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

1) Name and Title of Person Submitting the Request: Matthew C. Niehaus, Bureau Assistant		2) Date When Request Submitted: 2/4/2013	
		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: Perfusionists Examining Council			
4) Meeting Date: 4/11/2013	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 Board Members can sign up for SharePoint access as a part of the paperless initiative, as well as instructions for using DSPS laptops.			
11) Authorization			
Matthew C. Niehaus			
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. Only 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.

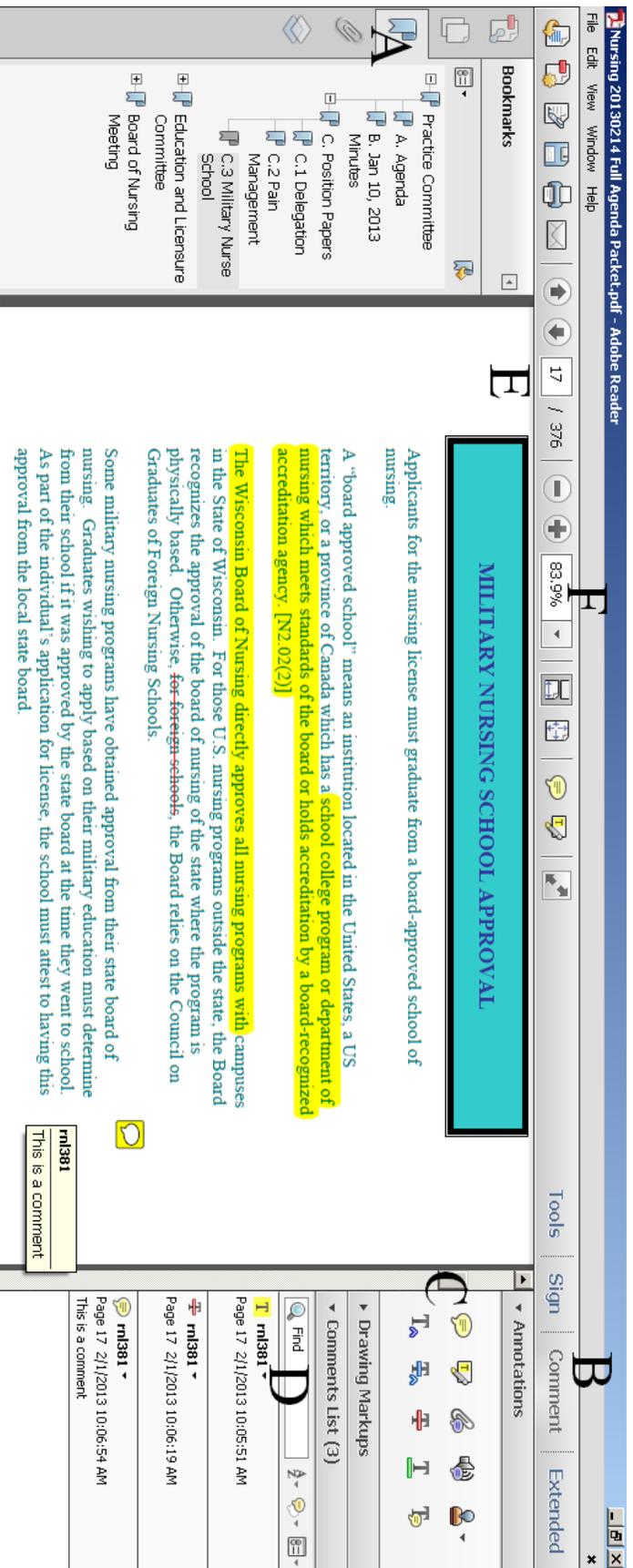
Please enter the number as it is shown in the box to the left.

*

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.