

**RADIOGRAPHY EXAMINING BOARD
MEETING MINUTES
JUNE 29, 2010**

PRESENT: Gregg Bogost, Linda Caldart-Olson (via Live Meeting 1:12 p.m. – 1:41 p.m.), Kelley Grant, James Lemerond, Susan Sanson

EXCUSED: Mary Ellen Jafari

STAFF: Jeff Scanlan, Bureau Director; Colleen Baird, General Counsel; Kimberly Wood Bureau Assistant and other DRL Staff

GUESTS: Michael Blumenfeld, Blumenfeld and Associates

CALL TO ORDER

Jeff Scanlan, Bureau Director, called the meeting to order at 9:00 a.m. A quorum of four (4) members was present.

APPROVAL OF AGENDA

Amendments to the Agenda:

- Item “D” (open session) Correct the agenda item as follows: “Information from the American Registry of Radiologic Technicians **Technologists**”

MOTION: Susan Sanson moved, seconded by Gregg Bogost, to approve the June 29, 2010 agenda as amended. Motion carried unanimously.

2010 ELECTION OF BOARD OFFICERS

Jeff Scanlan explained the requirements for chair, vice chair or secretary and facilitated the Board’s election.

CHAIR

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

Jeff Scanlan called for other nominations three (3) times.

Susan Sanson was elected as Chair.

VICE CHAIR

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

Jeff Scanlan 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 unanimously.

Jeff Scanlan called for other nominations three (3) times.

Kelley Grant was elected as Secretary.

2010 ELECTION RESULTS	
Board Chair	Susan Sanson
Vice Chair	James Lemerond
Secretary	Kelley Grant

ADMINISTRATIVE REPORT

Jeff Scanlan informed the Board that Mary Ellen Jafari was appointed as the Board's radiologic physicist member only a day or two prior to the meeting and noted that as such she did not have sufficient notification to attend.

Welcome from the Department of Regulation & Licensing, John Lease, DRL-Div. Administrator, Board Services

Jeff Scanlan, Bureau Director, informed the Board that John Lease, Division of Board Services Administrator, is unable to attend today's meeting.

Department of Regulation & Licensing Overview – PowerPoint Presentation

Jeff Scanlan provided the Board with an overview of the Department and the work of the Board. He explained the overall structure of the Department, the functions of each division, the responsibilities of the Board and its membership.

Meeting Scheduling and Frequency

Jeff Scanlan advised the Board of the need to determine meeting scheduling and frequency. He indicated that he believes the Department budgeted the Board to have six (6) meetings a year and as this year is almost over the Board should need to hold no more than four (4) meetings prior to January 1, 2011. The Board inquired of its ability to hold additional meetings in order to establish this profession and to write rules. Jeff Scanlan advised the Board that there is limited ability to hasten rulemaking, and explained that as such additional meetings would not be required. The Board worked to outline its meeting dates for the remainder of the year and scheduled the following dates:

- August 12: 9:00 a.m. - RM 121C
- September 23: 9:00 a.m. - RM 121C
- November 16: 9:00 a.m. - RM 121A
- December 16: 9:00 a.m. - RM 121A

MOTION: Kelley Grant moved, seconded by James Lemerond, to approve the meetings scheduled for August 12, September 23, November, 16 and December 16, 2010. Motion carried unanimously.

The Board discussed its preference for scheduling in 2011 and requested that its meetings be held the third Tuesday of every other month if possible.

GENERAL DEPARTMENT OF REGULATION AND LICENSING POLICY & PROCEDURE REVIEW WITH THE BOARD

- **Agendas and Addendums**
- **Deadlines for Submitting Agenda Items**
- **Quorum Policy and Procedure**
- **Department Policy for Out of State Travel**
- **State of Wisconsin Pocket Travel**
- **Check Baggage Policy**
- **Hotel Reservation/Cancellation**
- **Travel Expenses & Reimbursement**

Jeff Scanlan directed the Board's attention to a number of Department policies contained within the agenda materials outlining Department policies and procedures and facilitated a review of this information for the Board's benefit.

**REVIEW OF WISCONSIN STATUTE CHAPTER 462 AS CREATED BY 2009
WISCONSIN ACT 106**

Administrative Rule Making required per § 462.02

The Board was introduced to the following Department staff members: Pamela Haack, Paralegal – Division of Board Services; Jill Remy, Supervisor – Office of Education and Examinations; and Kris Hendrickson – Supervisor – Division of Professional Credential Processing and Cathy Pond, Administrator – Division of Professional Credential Processing.

The Board reviewed a scope statement drafted by Jeff Scanlan. The rulemaking process was explained to the Board by Director Scanlan. He informed the Board of issues it would need to address before the Department can begin credential processing of the transitional and permanent radiologic technologist license and the limited scope x-ray machine operator (LXMO) permit. Pamela Haack advised the Board that the scope statement will be published on July 1, 2010 and that 10 days after that date the Board can officially begin drafting rules. The Board discussed its timeframes for rule writing and noted that transitional licensing provisions will expire twenty-five (25) months from the enactment date of 2009 Wisconsin Act 106.

The Board discussed examination requirements for the radiologic technologist license and stated its preference to utilize the examination of the American Registry of Radiologic Technologists (ARRT) as its licensure examination. The Board discussed the number of applicants it could expect to credential as radiologic technologists and the methods of identifying the number of individuals that will pursue the transitional LXMO permit.

The Board discussed the continuing education requirements for ARRT. The Board identified that the continuing education cycle to maintain registration with ARRT does not run in tandem with the statutorily defined biennium which begins September 1 of even numbered years. The Board discussed renewal requirements and worked to determine any adverse affects on its profession as the renewal cycles for the profession and ARRT do not match. Jeff Scanlan informed the Board about the Department's utilization of renewal attestations, explained that the Department relies on the licensee to attest that certain conditions of renewal e.g.: continuing education, have been met. The Board expressed the need to communicate to potential applicants and future credential holders that the ARRT does not run in tandem with the credentialing biennium.

Jill Remy inquired about the types of documentation the Board would accept for the purpose of conducting continuing education audits. The Board noted that it would accept an active ARRT registration card with evidence of continuous certification to demonstrate compliance with the credentialing continuing education requirement. Susan Sanson explained that radiographers do not gain certificates of the continuing education they complete, rather she explained that you can collect certificates or have the American Society of Radiologic Technologists (ASRT) actually transmits a listing of the courses completed to ARRT. The Board indicated that the ASRT listing would be the most appropriate means of identifying continuing education compliance. Susan Sanson will transmit a listing of continuing education courses to Jill Remy to serve as an example of the list that is provided to the ARRT to verify completion of continuing education.

The Board discussed how many hours of continuing education to require and noted that statutory language prohibits the Board from requirements less stringent than that of the ARRT. The Board then explored its continuing education audit parameters and discussed how long to maintain documentation of completion. The Board expressed its intention to utilize the continuing education requirements of ARRT, which is a 24 credit hour continuing education requirement each biennium and indicated that credential holders will need to provide a current ARRT registration card to renew.

Jeff Scanlan inquired if the Board plans to mandate a condition for renewal that an individual be currently registered with ARRT and was advised by Susan Sanson that this is the Board's intent. He advised the Board that the new statute may not support such a mandate. Susan Sanson objected to the inability of the Board to mandate ARRT as a condition of renewal, she voiced her concerns and noted that it was the intent of this legislation to require a licensed radiographer to maintain ARRT registration. Colleen Baird advised the Board that it cannot require an individual to maintain ARRT registration as a condition of renewal because of the language that was used in the statute. The Board discussed the possibility of addressing this concern in its rules, but was advised by Legal Counsel Baird that it cannot draft rules that are more stringent than the related statute. Susan Sanson reiterated her objections to the inability of the Board to enforce a requirement to maintain ARRT registration. Ms. Sanson voiced her preference for ARRT registration as a requirement because they closely monitor continuing education completion and the Department has limited ability as compared to ARRT. The Board discussed the probability that licensees may choose not to maintain their ARRT registration and the effects that may result from a lapse in the ARRT registration status. Board discussion indicated that most radiographers would be required or strongly encouraged by their employers to maintain their registration.

The Board discussed the transitional LXMO permit and the requirements for obtaining this permit. The Board worked to determine what documentation should be submitted by an applicant in order to obtain the transitional LXMO permit. The Board identified the need to gather information from the Department of Health Services (DHS) regarding the requirements for x-ray machine registration in Wisconsin. The Board requested that the Department communicate with the DHS to obtain an understanding of the x-ray equipment licensure requirements, to request the attendance of a representative of DHS at the Board's next meeting and for the purpose of obtaining contact information for x-ray equipment registrants within the state. The Board explored its options for communicating the upcoming credentialing requirements to potential candidates for the LXMO permit.

Jill Remy and Kris Hendrickson were both present for Board discussion of its examination requirements for obtaining the LXMO permit for the transitional period and after. The Board indicated its desire to contract with the ARRT for the use of its limited scope examination. Jill Remy will contact the ARRT to discuss the contracting of its examinations for the purposes of obtaining the LXMO or radiographer credentials and will work to obtain examination information pertinent to pass rates and re-take policies. Ms. Remy indicated that she would bring information back to the Board regarding the information she obtained from the ARRT. The Board also briefly discussed the need for development of a jurisprudence examination. Jill Remy requested that the Board identify an individual to answer any questions that may arise

relating to examination procedure and pursuit. Susan Sanson appointed herself to work with Jill Remy in answering any examination related questions.

(Linda Caldart-Olson was connected to the meeting utilizing Live Meeting (virtual meeting) technology and phone connection at 1:12 p.m. and was excused at 1:41 p.m. because the line was inadvertently disconnected.)

The Board then discussed its educational requirements for the LXMO permit that will become effective after the conclusion of the transitional period. The Board indicated that there is currently no curriculum in place for this credential and discussed the appropriate course content. James Lemerond stated his opinion that that timely development of a LXMO operator program is a possibility. The Board indicated the need to communicate with schools in the state regarding the development of curriculum for LXMOs. The Board discussed the ability of an applicant for the LXMO credential to take and pass the ARRT examination with no formal education. The Board addressed this matter by requesting the inclusion of a statement in outgoing communication that informs potential applicants of the availability of preparation materials relevant to the limited scope examination. The Board acknowledged that additional consideration and work needs to be pursued with respect to the development of educational requirements for obtaining the LXMO credential after the conclusion of the transitional period. This matter will be addressed at the next meeting of the Board.

The Board briefly touched upon continuing education again. Susan Sanson stated her opinion that if ARRT registration is not required as a condition of renewal that she would like to see the Board pursue continuing education requirements that are stringent enough to dissuade a licensee from letting their ARRT registration lapse. The Board referenced the ARRT continuing education requirements and discussed the approval of these requirements as the standard for renewal for maintaining the radiologic technologist credential.

MOTION: Gregg Bogost moved, seconded by James Lemerond, to adopt the American Registry of Radiologic Technologist (ARRT) limited scope examination for the purposes of obtaining the transitional limited scope x-ray machine operator credential and the ARRT examination for the transitional licensed radiologic technologist credential. Motion carried unanimously.

The Board reviewed matters to be addressed prior to its next meeting. Susan Sanson inquired about a representative of DHS receiving invitation to attend the next meeting and was advised by Jeff Scanlan that he would contact DHS to make this request. The Board indicated the need to obtain a list of contact information for all Wisconsin registered x-ray equipment for the purposes of sending out communications regarding the new requirements for the LXMO credential. The Board noted that Jill Remy has agreed to contact ARRT to gather information about its examinations and will report her findings at the next meeting. The Board indicated that the Wisconsin Society of Radiologic Technologists (WSRT) may have contact information for the ARRT registrants in the state and suggested that this organization be used as a communication resource. The Board discussed whether to post preliminary information regarding upcoming requirements for licensure of radiologic technologists and LXMOs transitional credentials. Jeff Scanlan and Colleen Baird suggested that a member of the Board work with them to draft a

communication piece to be posted on the Department. The Board agreed by consensus that Susan Sanson will work with the Department in the drafting of information to be posted on the Department website. The Board reiterated the need to further discuss LXMO education requirements at its next meeting and discussed the designation of one its members to contact educators in the state to provide information to educators about the upcoming changes, to discuss the concept of allowing limited scope applicants into courses for radiography programs and to secure accessibility to classroom resources for LXMO candidates.

MOTION: Kelley Grant moved, seconded by James Lemerond, to authorize James Lemerond to contact Radiologic Technologist educators on behalf of the Board. Motion carried unanimously.

INFORMATIONAL ITEMS

Information from the American Registry of Radiologic Technicians (ARRT)

ARRT Role in State Licensing

ARRT Competency Requirements for ARRT Radiography Certification

ARRT Content Specifications for The Examination in Radiography

ARRT Continuing Education Requirements for Renewal of ARRT Registration

ARRT Standards of Ethics

The Board noted the items outlined above.

PUBLIC COMMENTS

Michael Blumenfeld, Blumenfeld and Associates, addressed the Board and offered his assistance in its efforts.

ADJOURNMENT

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

The meeting adjourned at 2:48 p.m.