

**NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY**  
**January 23, 2012**  
**MINUTES**

**REGULAR SESSION**

**Time and Place**

The North Carolina Board of Occupational Therapy met in Regular Session in the offices of the Board on January 23, 2012 at 9:00 a.m.

**Members Present**

Melanee Mills, Lauren Holahan, Christine Gunnigle, Russ Stephenson, Bill Walsh and Ron Taylor

**Others Present**

Charles P. Wilkins, Legal Counsel to the Board, Elizabeth Welden, Assistant Board Administrator and Heide Dorfman, NCOTA liaison.

**Members Absent**

None

**Chairperson**

Ms. Holahan, Chair, called the meeting to order at 9:00 a.m.

**Welcome New Board Member**

Ms. Holahan welcomed Mr. Ron Taylor, OTA/L as a member of the Board. Mr. Taylor was appointed by Governor Perdue effective December 1, 2011.

**Conflict of Interest**

Ms. Holahan called for any conflicts of interest with the meeting agenda. There were no conflicts or potential conflicts.

**Approval of Minutes**

The November 14, 2011 minutes were approved as submitted.

**Approval of Treasurer's Report**

The treasurer's report was approved as submitted.

## **Administrator's Report**

The administrator's report was reviewed.

## **OLD BUSINESS**

The Board reviewed correspondence and general information received following the last Board meeting as set forth in agenda items 5 and 6.

## **EMG and NCS**

The Board reviewed and approved the response to a question whether EMG (electromyography) and NCS (nerve conduction study) was within the scope of practice of occupational therapy. The Board asked that the inquirer provide information on how EMG and NCS related to the person's practice of OT but no further information was provided. The matter is closed unless further information is received.

## **2011 CCA Audit**

Ms. Welden reported the Board had received adequate responses to the all audit letters except one. A response has been received from the remaining person and that response will be discussed in Closed Session.

## **Name Badge Rule Proposal**

The Board reviewed a request that it adopt a rule that provides an exception for safety reasons to NCGS 90-640 that requires health care practitioners to wear a badge or other form of identification. Following discussion on the purpose of NCGS 90-640, the Board agreed to propose an amendment to its Rules to allow an OT practitioner to use only their first names on their identification badges. The Board will consider the language of the proposed rule at its March meeting as well as other rule changes that may be advisable, including an amendment that requires ethics training each year. The Board will advise W. Duane Roy, III (Wake Med) and Kerry Rubio (Maria Parham Medical Center) of this decision.

## **Ethics Training Definition**

The Board reviewed Rule .0802(b) that requires "at least one hour of an ethics course related to the practice of occupational therapy." The Board agreed to consider whether to define "ethics course" under Rule.0801 or to amend Rule .0802(b) to be more specific.

## **Future Vision Retreat Follow-Up**

The Board reviewed in detail the remaining items on its To Do List that was developed at its August 2011 Strategic Planning Retreat. The To Do List is an ongoing document that will be a part of the Board's agenda each meeting until the list is completed. Each Board member reported on the progress made on the item or items they were assigned. Ms. Holahan will maintain the To Do List and amend it as items on the list proceed to completion.

The Board discussed the Meeting Procedures document as amended and agreed to try and finalize it at the March meeting.

The use of Drop Box for accessing Board documents is working well and should be continued. The Board discussed whether it should furnish PCs or iPads to Board members who need them for Board business. This issue will be considered again at the March meeting.

Upon motion made, seconded and passed the Board adopted the Investigative Procedures document as amended.

Ms. Holahan reported she is working on the job descriptions for legal counsel and administrative staff and it is nearing completion and should be available for the March meeting.

## **NEW BUSINESS**

The Board reviewed correspondence and general information received following the last Board meeting as set forth in the agenda.

### **Shep Survey**

The Board reviewed and discussed the most recent Sheps Survey document. Ms. Holahan reported on the importance of the data in the Sheps Survey and how the data is used by DPI.

### **NCOTA**

Ms. Holahan reported on her very positive luncheon meeting with Ms. Amber Ward, President of NCOTA. Efforts will be made for the Boards of the NCBOT and NCOTA to meet informally to discuss issues of mutual interest. Mr. Walsh offered his offices in Greensboro as a possible meeting place and the Board considered May 2012 as a possible meeting time.

### **OT Supervision**

The Board reviewed its definition of "general supervision" in Rule .0102(21)(b) as to whether the rule requires that the supervising OT meet with the OTA and client once a month. After general discussion and a review of Rule .0905, the Board was of the opinion Rule .0102(21)(b) does not require that the supervising OT meet with the OTA and the client once a month, only that the supervising OT meet with the OTA at least once a month. The Board agreed not to amend Rule .0102(21)(b) at this time.

### **Closed Session**

Upon motion duly made, seconded and passed, and pursuant to NCGS 143-318.11(a)(1) and (6) as well as NCGS 143-318.18(6), the Board went into Closed Session at 11:00 a.m.

### **Return to Open Session**

The Board returned to Open Session at 11:30 a.m.

### **Brian Gorman**

The Board reported that Mr. Gorman failed to timely respond to the CCA audit. The Board agreed Mr. Gorman should be issued a Letter of Reprimand and assessed costs of \$100 for his failure to timely respond to the CCA audit.

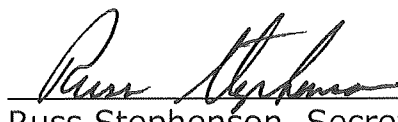
### **Adjournment**

The Open Session adjourned at 11:30 a.m.

### **Next Meeting**

The next Regular Session meeting will be held at the office of the Board on March 19, 2012 at 9:00 a.m.

  
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Lauren Holahan, Chair

  
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Russ Stephenson, Secretary/Treasurer