



**WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS**  
1715 Flat Top Road / PO Box 638 / Cool Ridge, WV 25825-0638 / WEBSITE: [www.wvrtboard.org](http://www.wvrtboard.org)  
Phone: 304-787-4398 / Fax: 304-787-3030 / Email: [wvrtboe@suddenlinkmail.com](mailto:wvrtboe@suddenlinkmail.com)

**BOARD MEETING**  
August 21, 2014  
Braxton County Technology Center, Sutton WV

**Members Present**

Nancy Oughton, Board Chair  
Eva Hallis, Board Secretary  
Tuanya Layton

**Members Excused**

Alice Belmont

**Office Staff**

Nancy Godby, Executive Director  
Sharon Bleau, Office Secretary  
Katherine Campbell, Attorney

**I. CALL MEETING TO ORDER**

The meeting was called to order at 5:00pm by Nancy Oughton, Board Chair at the Braxton County Technology Center in Sutton, WV.

**II. RECOGNIZE GUESTS**

There were no guests in attendance at the Board Meeting.

**III. ESTABLISH QUORUM**

Ms. Oughton established a quorum with three (3) Board Members present.

**IV. ACCEPT AGENDA**

A motion was made by Eva Hallis to accept the Agenda as presented, Tuanya Layton seconded. The motion was approved by the Board.

**V. APPROVAL OF MEETING MINUTES**

1. **June 5, 2014:** After review and discussion, a motion was made by Ms. Layton to accept the Meeting Minutes for the June 5, 2014 Board Meeting with corrections. Ms. Hallis seconded, and the motion was approved by the Board.

**VI. OLD BUSINESS**

1. **Ethics and Consent Agreement Updates:** Nancy Godby provided the Board with an update of the following Ethics and Consent Agreements:
  - a. **07-FY-2014, Nancy Duncan:** Ms. Duncan completed all elements of the Consent Agreement and paid the Fine. This case is now closed and requires no further action.





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## VII. NEW BUSINESS

1. **Ethics Committee:** Ms. Oughton and Ms. Layton served as the Ethics Committee. Ms. Layton provided recommendations on behalf of the Ethics Committee, as follows:
  - a. **ARRT Sanction List:**
    1. Ms. Godby presented information related to the American Registry of Radiologic Technologists (**ARRT**) Sanction list detailing sanctions issued by the ARRT. One (1) individual (03-FY-2014, Brenda Tonkin) holds a WV Medical Imaging License and has already completed all elements of the Consent Agreement. Ms. Layton reported that the Ethics Committee found no cause to recommend additional action related to this Agenda item. The Board accepted the recommendation of the Ethics Committee.
    2. **04-FY-2014:** Ms. Godby presented information and a verbal summary regarding a recent sanction issued by the ARRT. Ms. Layton reported that the Ethics Committee found no cause to recommend additional action for this Agenda item. The Board accepted the recommendation of the Ethics Committee.
  - b. **18-FY-2014, Complaint:** Ms. Godby and Ms. Campbell presented information regarding information submitted through Subpoena. Ms. Layton reported that the Ethics Committee recommends further discussion of this case and recommends this licensee be invited to an informal meeting with the Ethics Committee at the next regularly scheduled meeting. The Board accepted the recommendation of the Ethics Committee.
  - c. **01-FY-2015, Complaint:** Ms. Godby and Ms. Campbell presented information regarding information received by the Board verbally from the complainant. Ms. Layton reported that the Ethics Committee recommends Ms. Godby make a site visit and provide a report to the Ethics Committee at the next regularly scheduled meeting. The Board accepted the recommendation of the Ethics Committee.
  - d. **02-FY-2014, Complaint:** Ms. Godby and Ms. Campbell presented information regarding written information received by the Board from the complainant. The complaint is related to Sonography and



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reports received by the complainant. The practice of Sonography that is outside the jurisdiction of the Board as are reports from Sonography procedures. Ms. Layton reported that the Ethics Committee recommends Ms. Godby return all original documents to the complainant and suggest the complainant contact the Board of Medicine with this issue. Ms. Layton reported that the Ethics Committee also recommends Ms. Godby caution the complainant to redact all Personally Identifiable Information (PII) from the patient reports. The Board accepted the recommendation of the Ethics Committee.

- e. **03-FY-2014, Court Action:** Ms. Godby and Ms. Campbell presented information received from a licensee regarding recent court action against an employer. Ms. Layton reported that the Ethics Committee found no cause to recommend action related to this Agenda item, but recommends the retention of the court documents in the licensee's file. The Board accepted the recommendation of the Ethics Committee.

2. **Financial Report:** Sharon Bleau presented a summary of the Financial Statements for June 2014. Ms. Bleau also presented a summary of Purchase Card (**P-Card**) transactions for the same period of time. Ms. Godby presented a summary of the year end revenue and expenses. After discussion, Ms. Hallis made a motion to accept the financial report as presented; Ms. Layton seconded; and the motion was approved by the Board.

*(Note: A copy of the Financial Statement follows as an attachment).*

3. **FY-2016 Expenditure Schedule:** Ms. Godby presented a copy of documents prepared for the 2016 Fiscal Year Budget. After review and discussion, Ms. Layton made a motion to accept and approve the FY-2016 Expenditure Schedule as prepared; Ms. Hallis seconded; and the motion was approved by the Board.

4. **Executive Director Report:** Ms. Godby presented a verbal summary of the Monthly report of activities for June 2014. After discussion, Ms. Hallis made a motion to accept the Executive Director Report; Ms. Layton seconded; and the motion was approved by the Board.

*(Note: A copy of the Executive Director Report follows as an attachment).*



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5. **Audit of Continuing Education Credits:** Ms. Godby presented a newly developed process for audit of Continuing Education (CE) credits reviewing the proposed letter to be distributed to licensees informing they had been selected for audit of CE credits. After discussion, Ms. Layton recommended additional changes to the proposed letter; to begin this process in January 2015 with a notice on the website of plans to implement; to limit the initial process to 1-2% of each month's license renewals; and to bring this item back to the next regularly scheduled Board Meeting for final review and approval prior to distribution in January 2015. Ms. Hallis seconded, and the Board approved the motion. This item will be included in the next Board Meeting.
6. **Safety Committee Report:** Ms. Layton presented the August 21, 2014 Safety Committee Report on behalf of the Agency. There were no accidents or injuries to report, no lost days for FY-2014, and staff members are commended for their dedication to ensuring continued safety. After discussion, Ms. Hallis made a motion to accept the Safety Committee Report, and the motion was approved by the Board.

*(Note: A copy of the Safety Committee Report follows as an attachment).*

7. **Revised Consent Agreement:** Ms. Godby and Ms. Campbell presented a revised Statement of Charges and Consent Agreement for individuals found to be working on a lapsed license. After discussion, the Board recommended additional verbiage changes and tabled this item to be discussed further at the next regularly scheduled Board Meeting
8. **Remote Backup Service, Computer Backup:** Ms. Godby presented information related to the need for computer backup for the Agency. After review of the information presented, Ms. Layton recommended Ms. Godby contact the WV Office of Technology (WVOT) to perform an assessment of the Agency computers to determine if information could be backed up to the WVOT servers and report at the next regularly scheduled Board Meeting. Ms. Hallis seconded, and the Board approved the motion.
9. **CLEAR Committee Chair:** Ms. Godby presented a letter from the Council on Licensure, Enforcement and Regulation (CLEAR) inviting her to serve as the Chair of the Administration, Legislation and Policy (Program) Subcommittee for 2014-2015. This position would require participation in the 2015 CLEAR Mid-Year Business Meeting and 2015 CLEAR Education Conference. After discussion, Ms. Layton made a motion to allow Ms. Godby to serve as the Chair of the Committee as described and attend the 2015 CLEAR Mid-Year Business Meeting as well as the 2015 CLEAR Education Conference. Ms. Hallis seconded, and the Board approved the motion.



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**10. Position Statements regarding PICC Lines:** Ms. Godby presented email information related to position statements, as follows:

- a. PICC Line Insertion and Removal: After discussion, Ms. Hallis made a motion not to make changes to the existing Position Statement related to PICC lines. Ms. Layton seconded, and the Board approved the motion.
- b. Witness narcotics from Electronic Dispensing Units: After discussion and determination that the Board currently has no position statement, Ms. Layton made a motion to take no action on this item and recommend this question be asked to the Board of Nursing and Board of Pharmacy as well as review of the hospital's internal policies. Ms. Hallis seconded, and the Board approved the motion.

Ms. Campbell presented information she recommends we add to our Position Statements detailing the advisory nature of the information provided. After review and discussion, Ms. Layton made a motion to add the information provided by Ms. Campbell. Ms. Hallis seconded, and the Board approved the motion.

**11. PET Fusion Application Requirements:** Ms. Godby presented recent questions received regarding the application requirement of fifteen (15) Category A Continuing Education Credits to qualify to take the PET Fusion Examination administered by the Board. After review and discussion, Ms. Hallis made a motion that no changes be made to the existing application requirements for qualification to take the PET Fusion Examination administered by the Board. The motion was approved by the Board.

*(NOTE: Ms. Layton recused herself from this Agenda Item and exited the room prior discussion. Ms. Layton returned to the meeting room after this item was complete and was not part of the discussion or vote. )*

**12. ARRT State Examination Fee Increase:** Ms. Godby presented information originally discussed during the Board Meeting on December 2, 2013 at which time the Board took no action. After discussion, Ms. Hallis recommended that a subcommittee be formed to prepare Rules change to increase the State Examination Fee and that the Agency cover any cost above the existing fee. Ms. Layton seconded and the Board approved the motion. Ms. Oughton volunteered to serve on this subcommittee and suggested Alice Belmont be asked to serve as well. Ms. Godby will contact Ms. Belmont and make arrangements for meetings to occur.



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**13. JRCERT Summary Report:**

- a. **United Hospital Center, Accreditation for 8 years:** Ms. Godby presented information from the Joint Review Committee on Education in Radiologic Technology (JRCERT) accrediting the United Hospital Center's Radiologic Technology for eight (8) years and the Board will issue a Certificate for this achievement. There was not action needed for this Agenda Item.
- b. **Annual School Report:** Ms. Godby indicated this Agenda item will be tabled and brought back to the next regularly scheduled Board Meeting as information has not been received from all schools for this report.
- c. **JRCERT Accreditation Seminar Certificate, June 25, 2014:** Ms. Godby provided a copy of her JRCERT Accreditation Seminar Certificate from the Seminar she attended on June 25, 2014 in Orlando FL. There was not action needed for this Agenda Item.

**14. Conference:** Ms. Godby presented preliminary information for consideration by the Board and asked for approve to attend the following:

- a. **ASRT 2015 Annual Governance Conference, June 25-28, 2015 in Albuquerque NM:** After discussion, Ms. Layton made a motion that Ms. Godby attend the ASRT 2015 Annual Governance Conference and that the Board pay expenses for this event. Ms. Hallis seconded, and the motion was approved by the Board.
- b. **2015 CLEAR Conferences:** Attendance for the 2015 CLEAR Mid-Year Business Meeting and 2015 Annual Education Conference were discussed and approved at item VII. 9. Ms. Layton made the motion to allow Ms. Godby to serve as the Chair of the Committee as described and attend the 2015 CLEAR Mid-Year Business Meeting as well as the 2015 CLEAR Education Conference. Ms. Hallis seconded, and the Board approved the motion.

**15. Board Member Concerns, discussion:** There were no concerns presented.

- VIII. Election of Officers:** Ms. Oughton made a motion to elect Ms. Layton as Board Chair. Ms. Hallis seconded and Ms. Layton was named as the new Board Chair. Ms. Oughton made a motion that Ms. Hallis continue as the Board Secretary. Ms. Layton seconded and Ms. Hallis will continue as Board Secretary.



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**IX. Meeting Dates:** Ms. Godby presented the Board with a list of proposed Meeting dates and locations. After discussion, Ms. Layton made a motion to accept all the dates as follows:

1. October 16, 2014, Braxton County Technology Center
2. December 1, 2014, Charleston Marriott (*in conjunction with the Annual Auditor's Seminar*)
3. March 12, 2015, Braxton County Technology Center
4. May 14, 2015, Braxton County Technology Center
5. August 20, 2015, Braxton County Technology Center
6. November 30, 2015, (*pending announcement of date and location of the Annual Auditor's Seminar*)

Ms. Hallis seconded, and the motion was approved by the Board.

**X. Adjourn:** A motion was made by Ms. Hallis to adjourn the meeting at 7:30pm. Ms. Layton seconded, and the motion was approved by the Board.

Minutes prepared and submitted for consideration by Nancy Godby, Executive Director and Sharon Bleau, Secretary.

**Minutes approved October 16, 2014.**

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**FINANCIAL STATEMENT  
JUNE 2014**

Beginning Balance as of June 1, 2014:      \$229,406.12  
Deposits for June:      19,240.00

Erroneous deposit to the Board's account on 6/17/14 due to an error in the  
State Treasurer's Office; error was corrected 7/11/14:      125.00

**Total Receipts:      \$248,771.12**

Disbursements for June:

001 Payroll	\$6,364.60
002 Per Diem	475.00
011 SS & Medicare	510.90
012 P/E Insurance Agency	228.00
016 P/E Retirement System	922.86
020 Office Expenses	2,968.94
022 Rent	400.00
023 Utilities	58.15
024 Telecommunications	469.12
025 Contractual and Professional	836.00
026 Travel Expenses	1,347.68
027 Computer Services	200.11
029 Vehicle Rental	201.86
036 Vehicle Operating Expense	93.92
038 Maintenance Contract	30.00
041 Cellular Charges	159.48
042 Hospitality	79.02
044 Energy Expense Motor Vehicles	127.15
047 Energy Expense Utilities	157.91
051 Miscellaneous (webpage photos)	147.00
053 Postal Expenses	120.37
054 Computer Supplies & Equipment	852.99
089 Bank Cost (Credit Cd Expenses)	243.19
160 PEIA	176.00
175 State Treasurer's Office Fees	30.00

**Total Disbursements:      \$ 17,200.25**

**Balance as of June 30, 2014:      \$ 231,570.87**  
**Balance as of June 30, 2013:      \$ 191,881.93**  
**Year to Year Revenue Increase:      \$ 39,688.94**



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### **Executive Director Report August 21, 2014**

1. **Site Inspection Report:** As reported at the June 5, 2014 Board Meeting, site inspections were completed for all fifty-five (55) counties and all hospitals, which meets the “exceeds” rating for the SMART Goals developed by the Board. For FY-2014, a total of 26 hospitals and 117 other facilities were inspected for a grand total of 143 facilities with 1492 licenses verified.
2. **WVOASIS:** The Agency attended all mandatory training and prepared for Go-Live.
3. **Meetings and events attended June and July 2014:**
  - a. **June 5, 2014:** Ethics Committee and Board Meeting;
  - b. **June 9, 2014:** WVOASIS Training;
  - c. **June 10, 2014:** WVOASIS Training;
  - d. **June 11, 2014:** WVOASIS Training;
  - e. **June 12, 2014:** WVOASIS Training;
  - f. **June 16, 2014:** WVOASIS Training;
  - g. **June 17, 2014:** WVOASIS Training;
  - h. **June 19, 2014:** Cool Ridge Office, (Sharon at WVOASIS Training);
  - i. **June 25-29, 2014:** JRCERT Training and Annual ASRT Governance Conference, (*schedule/approved personal time and personal expense*);
  - j. **July 1, 2014:** WVOASIS Training;
  - k. **July 2, 2014:** WVOASIS Training;
  - l. **July 3, 2014:** WVOASIS Training;
  - m. **July 9, 2014:** Cool Ridge Office, (Sharon at WVOASIS Training);
  - n. **July 10, 2014:** Cool Ridge Office;
  - o. **July 10, 2014:** Cool Ridge Office;
  - p. **July 16, 2014:** WVOASIS Workshops;
  - q. **July 21, 2014:** Association of Boards Meeting and administered PET-Fusion Exam;
  - r. **July 24 through August 1, 2014:** 56 hours of Scheduled/Approved Annual Leave;



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## August 21, 2014 Safety Committee Report

### 1. Office Safety

- a. No office accidents or injuries to report;
- b. Batteries replaced in Smoke Detectors, (July 11, 2014);
- c. 2014 Board of Risk and Insurance Management (BRIM) Self-Assessment Survey completed and submitted online.

### 2. FLEET Management

- a. No accidents or injuries to report;

### 3. Lost Days

There were no lost days for FY-2014 related to accidents or injuries.

Staff members are commended by the Board for their dedication to assuring continued safety.