



**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**  
September 19, 2013  
Elkview Inn & Suites, Elkview WV

**Members Present**

Nancy Oughton, Board Chair  
Eva Hallis, Board Secretary  
Alice Belmont  
Tuanya Layton  
Grace Peters

**Members Excused**

**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 5:05pm by Nancy Oughton, Board Chair at the Elkview Inn & Suites in Elkview, WV.

**II. RECOGNIZE GUESTS**

There were no guests in attendance at the Board Meeting.

**III. ESTABLISH QUORUM**

Ms. Oughton established that a quorum was present.

**IV. ACCEPT AGENDA**

A motion was made by Tuanya Layton to accept the Agenda as presented, Alice Belmont seconded, and the motion was approved by the Board.

**V. APPROVAL OF MEETING MINUTES**

1. **June 6, 2013:** A motion was made by Ms. Layton to accept the minutes of the June 6, 2013 Board Meeting without modifications, Grace Peters seconded, and the motion was approved by the Board.
2. **July 15, 2013:** A motion was made by Ms. Layton to accept the minutes of the July 15, 2013 FY-2014 Work Plan Committee Meeting without modifications, Ms. Belmont seconded, and the motion was approved by the Board.
3. **August 5, 2013:** A motion was made by Ms. Layton to accept the minutes of the August 5, 2013 Conference Call to discuss the Legislative Audit Draft Preliminary Report without modifications, Eva Hallis seconded, and the motion was approved by the Board.
4. **August 19, 2013:** A motion was made by Ms. Layton to accept the minutes of the August 19, 2013 Conference Call to discuss the Board's response to the Legislative Audit Final Draft Report without modifications, Ms. Hallis seconded, and the motion was approved by the Board.



## VI. OLD BUSINESS

- 1. FY-2014 Work Plan:** The DRAFT revisions to the established Executive Director Performance Standards Scorecard that was prepared during the July 15, 2013 Committee Meeting were discussed. A modification was made to the “Quality of Work” category under the “Exceeds” heading to add “Lead a committee that enhances the operation of the Board”. The Board determined that they were unable to detail a measurable metric for the “Exceeds” category for the heading of “Availability for Work” and recommended to add the statement “At the Board’s discretion”. A modification was made to the “Management” category to detail “Delegates tasks to Office Secretary as appropriate” and eliminate the reference to the delegation of duties to Board Members. Ms. Belmont made a motion to accept the FY-2014 Work Plan, Executive Director Performance Standards Scorecard with the modifications detailed, Ms. Layton seconded, and the motion was approved by the Board.

*(Note: A copy of the final document follows as an attachment).*

- 2. Agency Annual Performance Salary Increase Scale:** The DRAFT revision to the established salary increase scale prepared during the July 15, 2013 Meeting was reviewed. After discussion, Ms. Belmont made a recommendation to further modify the draft and change the scale to the following:

Rating	% Raise
2.71 – 3.00	4.0 %
2.26 – 2.70	3.0 %
2.0 – 2.25	2.0 %
1.5 – 1.99	1.0 %
<1.50	0.0 %

Ms. Hallis seconded the proposed further modifications, and the Board approved the motion.

*(Note: A copy of the final document follows as an attachment).*

- 3. Ethics and Consent Agreement Updates:** Nancy Godby provided the Board with an update of the following Ethics and Consent Agreements:

**03-FY-2013, Brenda Tonkin:** Ms. Tonkin was notified via email that the Board would be meeting on September 19, 2013, but did not submit any information for review. This case remains open until all elements of the



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Consent Agreement are completed. Ms. Godby will provide an update at the next Board Meeting.

**12-FY-2013, Complaint referred to Board of Nursing:** A letter was received from the Board of Nursing on September 18, 2013 indicating that they would take no action at this time on the Complaint forwarded for their review. This case was completed by the West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners during the April 18, 2013 Board Meeting and referred to the Board of Nursing for further investigation. This case is closed and requires no further action.

**13-FY-2013, Samantha Jones:** Ms. Jones has completed all elements of her Consent Agreement and paid both the Fine and Administrative Fee. This case is now closed and requires no further action.

- 4. Board Candidate Update:** Ms. Godby informed the Board that there has been no action from the Governor's office related to the submission of candidates for the vacant Board positions. There was no action needed for this update. An update will be provided at the next Board Meeting.
- 5. WV Oasis Update:** Ms. Godby provided the Board with copies of the July, August and September 2013 WV Oasis Newsletters. Ms. Godby stated that multiple meetings were attended in the planning for Budget Development and Inventory, and all required information was submitted prior to deadlines established by the WV Oasis Team. Planning meetings and requirements for additional information submission is ongoing. There was no action needed for this update. Additional information will be provided at the next Board Meeting.
- 6. Legislative Audit Update:** Ms. Godby thanked the Board Members for their participation in the development of the Board's response to the Legislative Audit and informed the Board that all documents were submitted and confirmed to have been received before the deadline for submission by both Certified Mail Return Receipt and email from the Legislative Auditor's Office. Ms. Godby reminded the Board Members of the Interim Legislative Committee Meeting scheduled for September 24, 2013 from 9:00am to 11:00am in the House Chambers, and encouraged as many Board Members as possible to attend. Ms. Layton was the only Board Member to indicate that she potentially could attend the Session, and will email Ms. Godby as soon as she can confirm.



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- 7. Sheath Program Update:** Ms. Godby informed the Board that Logan Regional Medical Center had added Amy Goldie and West Virginia University Hospital had added Brittany Crouse to their previously approved and established Sheath Program. Letters of approval were sent to each facility and each licensee to confirm approval. There was no action needed for this update.
- 8. Lease for Board Office:** There was discussion of the information submitted by Ms. Godby on behalf of the Board to Brett Clutters at the Real Estate Division regarding the potential relocation of the Board Office from Cool Ridge to the Charleston area. Mr. Clutters requested specific financial information related to current expenses in order to aide in his search. Ms. Godby reminded the Board that our lease at the Cool Ridge location runs through April 2014 and that the Real Estate Division is unwilling to allow us to break the lease. Additional information will be provided to the Board at the next Board meeting to allow for continued evaluation for the best location of the Board Office. There was no action needed for this update.

## **VII. NEW BUSINESS**

- 1. Ethics Committee:** The Ethics Committee met with licensees and facility representatives for review of the following cases:

**01-FY-2014, Practice Violation-Lapsed License:** Committee members for this case were Ms. Oughton and Ms. Layton. Ms. Layton presented a summary of issues related to the practice violation-license lapse by this individual. Ms. Layton informed the Board that the Ethics Committee recommends dismissal of this case. After discussion, Ms. Hallis made a motion to accept the recommendation of the Ethics Committee, Ms. Peters seconded, and the motion was approved by the Board. Ms. Belmont recused herself from this vote citing conflict of interest.

**02-FY-2014, Practice Violation-Lapsed License:** Committee members for this case were Ms. Oughton and Ms. Belmont. Ms. Belmont presented a summary of issues related to the practice violation-license lapse with confirmation by the employer that imaging was performed during the license lapse. Ms. Belmont noted that this licensee failed to appear for the scheduled session, and indicated that the Ethics Committee recommended that it be rescheduled for the December Ethics Committee and Board Meeting, that attempts be made to contact the individual by telephone and email. Ms. Layton made a motion to accept the recommendations of the Ethics Committee, Ms. Hallis seconded, and



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the motion was approved. This case will be rescheduled to the December 2013 meeting.

**03-FY-2014, Complaint- Disruptive behavior and inappropriate conduct:** Committee members for this case were Ms. Oughton and Ms. Belmont. Ms. Belmont presented a summary of issues related to this complaint. Ms. Belmont indicated that the Ethics Committee found no probable cause, and recommends that this complaint be dismissed. After discussion, Ms. Layton made a motion to accept the recommendation of the Ethics Committee to dismiss this complaint, Ms. Peters seconded, and the motion was approved by the Board.

**04-FY-2014, Complaint-Gross misconduct, including theft and violation of facility behavior standards:** Committee members for this case were Ms. Oughton and Ms. Belmont. Ms. Belmont presented a summary of issues related to this complaint, but informed the Board that the licensee had made a request to delay the case. Ms. Belmont informed the Board that the Ethics Committee recommends that the case be delayed and rescheduled to the December Ethics Committee and Board Meeting but to request that thirty (30) day updates be provided to the Board. Ms. Hallis made a motion to accept the recommendation of the Ethics Committee, Ms. Peters seconded, and the motion was approved by the Board. This case will be rescheduled to December 2013.

**05-FY-2014, Practice Violation-Lapsed License:** Committee members for this case were Ms. Oughton and Ms. Belmont. Ms. Belmont presented a summary of issues related to this practice violation and informed the Board that the Ethics Committee found probable cause and recommended the standard Consent Agreement for performing imaging while the WV Medical Imaging License is in the Expired Status that includes \$100.00 Fine to be transferred to the WV General Fund and \$100.00 Administrative Fee. After discussion, Ms. Hallis made a motion to accept the recommendation of the Ethics Committee to offer the standard Consent Agreement, \$100.00 Fine plus \$100.00 Administrative Fee. Ms. Layton seconded, and the motion was approved by the Board.

**06-FY-2014, ARRT Notice-Certification Revoked:** Committee members for this case were Ms. Oughton and Ms. Belmont. Ms. Belmont presented a summary of issues related to this report from the ARRT indicating Certification was revoked. Ms. Godby informed the Board that this individual lists a current address of Pennsylvania, and has not had an



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active license in West Virginia since expiration on June 30, 2010. The database has been flagged with the information from the ARRT that the license is revoked, the individual would not be able to renew online, and the file has been moved to the "Inactive" status. Ms. Belmont informed the Board that the Ethics Committee recommends that this individual appear before the Ethics Committee prior to issuing a license in the future. Ms. Hallis made a motion to accept the recommendation of the Ethics Committee, Ms. Layton seconded, and the motion was approved by the Board. No further action is needed for this issue at this time.

**07-FY-2014, Practice Violation-Lapsed License:** Committee members for this case were Ms. Oughton and Ms. Belmont. Ms. Belmont presented a summary of issues related to this practice violation, informed the Board that the Ethics Committee found probable cause, and recommends the standard Consent Agreement for performing imaging while the Medical Imaging License is in the "Expired" status to include \$100.00 Fine plus \$100.00 Administrative Fee. After discussion, Ms. Layton made a motion to accept the recommendation of the Ethics Committee to offer the standard Consent Agreement, \$100.00 Fine plus \$100.00 Administrative Fee. Ms. Hallis seconded, and the motion was approved by the Board.

**08-FY-2014, Practice Violation-Performing Medical Imaging prior to obtaining License:** Committee members for this case were Ms. Oughton and Ms. Belmont. Ms. Belmont presented a summary of issues related to this practice violation and informed the Board that the Ethics Committee recommended no action be taken and dismissal of this case. After discussion, Ms. Layton made a motion to accept the recommendations of the Ethics Committee, Ms. Hallis seconded, and the motion was approved by the Board.

- 2. Financial Report:** Sharon Bleau presented the June 2013, July 2013 and August 2013 Financial Statements. Discussion was undertaken to clarify purchases for object code 025 Contractual and Professional for August with explanation of fees being charged for a two month period, (\$1,406.00). Object code 052 Training and Development costs in August were also discussed with explanation of registration fees for the 2014 Annual CLEAR Conference and Executive Leadership Training, (\$990.00). Ms. Belmont requested that the monthly gain/loss be added in the Monthly Financial Statements.

Ms. Godby provided the Board with a report of Object Code 026 Travel Expense for FY-2013, with an ending expenditure of \$16,594.99, a balance of \$1,605.00



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under the total budget of \$18,000.00. A spreadsheet detailing all expenditures and revenues for FY-2013 was also presented with detail that the Agency was well under the budget for the year with more than \$75,000.00 savings.

Ms. Godby informed the Board that she had requested the Budget Office to reallocate existing funds from object code 029 Vehicle Rental to object code 160 PEIA. This transfer of funds is necessary to cover the health insurance costs that were overlooked during the budget preparation process in April 2013. This modification does not add to or decrease the overall budgeted expenditure for the Agency. The Budget Office offered to increase the budget, but Ms. Godby informed them that the reallocation would pose no issue for the Agency.

Ms. Godby provided the Board with a summary of cost for holding the Board Meeting in Elkview as opposed to Flatwoods. Holding the meeting at Flatwoods was \$107.10 cheaper than holding the meeting in Elkview, and largely due to the fact that there is no fee to use the Conference Room at the Braxton County Technology Center.

Ms. Godby provided the Board with a spreadsheet of the FY-2014 Monthly Revenue and Expenditures. Ms. Bleau informed the Board a large portion of the amount in object code 034 will be moved to object code 020 and will be evident at the next Board Meeting.

After discussion, Ms. Belmont made a motion to accept the Financial Report, Ms. Hallis seconded, and the motion was approved by the Board. Monitoring will be ongoing

*(Note: Copies of the Financial Statements follow the Board Minutes as attachments).*

- 3. Executive Director Report:** Ms. Godby provided a detailed review of her activities for June, July and August 2013. Site inspections were conducted in Kanawha, Monongalia, and Raleigh Counties. Ms. Godby attended WV Oasis Meetings; an Association of Chapter 30 Boards Meeting on September 12; worked in the Cool Ridge Office in June, July and September; completed and submitted the Board's response to the Legislative Audit before the deadline; updated the website; submitted Sanction information to the Secretary of State's Office and ASRT Ethics Division; met with the Board's Attorney to revise form letters; attended the 2013 ASRT Governance Conference using personal time and at personal expense; and attended the PRIDE in Logan County Board Meeting. Ms. Godby informed the Board of upcoming events that include attendance at the 2013 CLEAR Conference; two presentations for the 2013



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WVSRT Conference; 2013 Purchasing Training (Ms. Bleau and Ms. Godby to attend separate sessions); and ongoing meetings for the WV Oasis project. Ms. Godby also provided the Board with a FY-2013 year end summary of completion of the Performance Standards Scorecard. After discussion, Ms. Peters made a motion to accept the Executive Director's report, Ms. Belmont seconded, and the motion was approved by the Board.

*(Note: Copies of the Executive Director Report; FY-2013 Monthly Activity Report; FY-2013 Performance Standard Scorecard; Performance Standard Documentation Summary Report; and 2014 Monthly Activity Report follow as attachments).*

- 4. Board Member Concerns:** There were no concerns offered for discussion, and no additional action was required.
- 5. Annual School Report:** Ms. Hallis presented the 2012 Annual Program Reports for WV Radiography Programs that she had prepared for the Board Meeting, *(copy included in attachments)*. Ms. Hallis stated that the JRCERT had recently published new standards for program reporting. After discussion, Ms. Layton made a motion to accept the Annual School Report, Ms. Belmont seconded, and the motion was approved by the Board. Ms. Godby also informed the Board that the WVUH Nuclear Medicine Program did not accept students for the fall semester and are exploring options related to the physics courses. No additional action was needed for this update.
- 6. JRCERT Summary Report:** Ms. Godby reviewed a summary of the information received from the Joint Review Committee on Education in Radiologic Technology (JRCERT). Ms. Godby also informed the Board that the Radiologic Technology Program of United Hospital Center (UHC) is scheduled for their JRCERT Site Inspection October 10-11, 2013. St. Mary's Medical Center (SMMC) is scheduled for their JRCERT Site Inspection November 21-22, 2013. A discussion was held regarding the necessity of a Board Member to attend. Ms. Belmont recommended that a Board Member attend along with the Executive Director. Board Members are to review their schedules and determine availability for participation and contact Ms. Godby.
- 7. Safety Committee Report:** Ms. Layton presented the September 19, 2013 Safety Committee Report on behalf of the Agency. The Annual Safety Assessment was completed for the Cool Ridge Office on September 5 and a short was identified in the overhead light. The site owner was contacted and Ms. Bleau confirmed for the Board that the light was disconnected. The WV Board of Risk and Insurance Management (BRIM) Self-Assessment was completed and



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submitted prior to the deadline. The Fixed Asset Inventory was completed and submitted prior to the deadline. There were no accidents or injuries reported for the Agency Office and Vehicle. Staff members were recognized and commended by the Board for their dedication to assuring continued safety. After discussion, Ms. Peters made a motion to accept the Safety Committee Report, Ms. Hallis seconded, and the motion was approved by the Board.

*(Note: A copy of the September 19, 2013 Safety Committee Report follows as an attachment).*

- 8. License Posting for Mobile Imaging Services:** Ms. Godby presented photos of equipment submitted for consideration of how Mobile Imaging Services can meet the requirement to post licenses of their staff members. Board Members reviewed the submitted photos and discussed the challenges faced by this service line. Ms. Belmont further recommended that they assure that a copy of all licenses is on display at the main office. After discussion, Ms. Peters made a motion to allow them the following options: shrink the license to fit in a plastic protector that could be worn on a lanyard; and/or place their pocket identification card in a plastic protector that could be worn on a lanyard; and to display a copy of the license at the main office. Ms. Layton seconded, and the motion was approved by the Board. Ms. Belmont asked that an FAQ be added to detail this information on the website. Ms. Godby stated she would add this information and would convey this decision to the mobile imaging services.
- 9. Executive Session, Personnel Issues:** Ms. Belmont made a motion to go into Executive Session to discuss Personnel Issues, Ms. Peters seconded, and the motion was approved by the Board. Ms. Hallis made a motion to come out of Executive Session, Ms. Belmont seconded, and the motion was approved by the Board.
- 10. Secretary Evaluation:** Ms. Godby provided a verbal review of the ninety (90) day performance evaluation for the Secretary (Ms. Bleau). Ms. Godby informed the Board that Ms. Bleau is meeting and exceeding expectations for her position and continues to progress toward the goals of the Agency. After discussion, Ms. Layton made a motion to accept the performance evaluation for Ms. Bleau, Ms. Belmont seconded, and the motion was approved by the Board.
- 11. Annual Auditor's Seminar, Board Member Training:** Ms. Godby informed the Board that the Annual Auditor's Seminar for Board Member Training is planned for December 1, 2013 or December 3, 2013 at the Marriott in Charleston, WV. The Auditor's Office is continuing to work toward a definitive date, but it is not yet available. Ms. Godby asked if Board Members would be open to holding the next



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Board Meeting on Sunday, December 1, 2013, and everyone was agreeable if needed. Ms. Godby will notify the Board Members as soon as a date is determined and make the necessary arrangements for a meeting site in the Charleston area.

- 12. CLEAR Board Member Training:** Ms. Godby indicated that the date of Friday, November 22, 2013 had been set for the Council on Licensure Enforcement And Regulation (CLEAR) Board Member Training that is being sponsored by the WV Board of Physical Therapy. Board Members were asked for interest and availability to attend. Cost associated with attendance have not yet been determined, will be determined based on the total cost of the event and the total number of attendees, but will be more cost effective than out of state travel. After discussion, Ms. Layton made a motion that the Board pays the cost for Board Members to attend, Ms. Peters seconded, and the motion was approved by the Board. Board Members will review their personal schedules and contact Ms. Godby if they are able to attend.
- 13. CLEAR Administration, Legislation and Policy Program Subcommittee:** Ms. Godby presented an email to the Board for consideration of the invitation from the Executive Director of CLEAR to serve as the Vice-Chair of the Administration, Legislation and Policy Program Subcommittee for 2013-2014. This is the same Subcommittee that Ms. Godby has served as a member for 2012-2013. The position would require attendance at a Mid-Year Business Meeting and the 2014 Annual CLEAR Conference as well as participation in conference calls to conduct the business of the Committee. After discussion, Ms. Layton made a motion that for Ms. Godby to accept the invitation to serve as the Vice-Chair of the Administration, Legislation and Policy Program Subcommittee for 2013-2014. Ms. Peters seconded, and the motion was approved by the Board.
- 14. WVARF 10 CO#13, Secure Document Destruction:** Ms. Godby provided information from Carisa L. Collins, Account Executive, PACE Shredding for consideration. This company has a contract with West Virginia to provide secure document destruction. Utilization of this service would be a new expense for the Board. The Board currently has two (2) shredders in the Cool Ridge Office for document destruction. After discussion, Ms. Layton made a motion that we take no action on this proposal at this time as it would add new expenses that the Board cannot justify as we have a process in place that assures document destruction through in-house shredders. Ms. Belmont seconded, and the motion was approved by the Board.
- 15. Iowa Supreme Court Nurse Practitioner Ruling, (documents submitted by Mark Wilcox):** Ms. Godby provided an overview of the information submitted by



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Mark Wilcox regarding recent activity in the Iowa Supreme Court related to nurse practitioners supervising x-ray procedures. Ms. Godby stated topic was also discussed at the 2013 ASRT Governance Conference, and reminded the Board that nurse practitioners and physician assistants are not included in the Board's definition of a "Licensed Practitioner" in the Code and Rules. Ms. Godby stated that this is a growing trend and concern that we should all be monitoring. No additional action was needed for this update.

- VIII. FY-2014 Meeting Dates:** Ms. Godby presented proposed meeting dates for the remainder of 2013 and through December 2014 for consideration by the Board. After discussion, the following dates were proposed:

**December 1, 2 or 3, 2013, (pending identification of a date for the Auditor's Seminar)**  
**February 20, 2014**  
**April 24, 2014**  
**June 5, 2014**  
**August 21, 2014**  
**October 16, 2014**  
**December 2014, (pending identification of a date for the Auditor's Seminar)**

Ms. Layton made a motion to accept these dates, Ms. Belmont seconded, and the motion was approved by the Board.

**IX. ADJOURN**

A motion to Adjourn was made by Ms. Peters at 8:05pm, seconded by Ms. Hallis, and the motion was approved by the Board.

Minutes submitted for consideration by Nancy Godby, Executive Director.  
Minutes approved without revisions during December 2, 2013 Board Meeting.

*(Attachments follow)*



## **Executive Director Performance Standards Scorecard**

*(Adopted June 23, 2011, Revised September 19, 2013)*

*(Category of "Exceeds" assumes completion of all tasks for "Meets" in addition to those detailed as noted for each criteria).*

### **MAINTAINS FLEXIBILITY**

- **Meets:**
  - Submit monthly activity report to the Chairperson;
  - Summary of activity to the Board on a quarterly basis;
  - Develops new processes and policies. Provide reports and updates as needed to inform Board Chair of progress.
- **Exceeds:**
  - Improvement processes outside State Regulatory requirements.

### **DEMONSTRATES CREDIBILITY**

- **Meets:**
  - Investigate complaints within ten (10) days with follow up visit to the facility;
  - Collaborates with Chairperson within fourteen (14) days of completion of investigation/site visit to facility.
- **Exceeds:**
  - Investigate complaints within three (3) days with follow up visit to facility;
  - Collaborates with Chairperson within three (3) days of completion of investigation/site visit to facility.

### **CUSTOMER SERVICE**

- **Meets:**
  - Respond within twenty-four (24) hours to customer inquiries;
  - Demonstrate respect to Board Members;
  - Maintain up to date Website.
- **Exceeds:**
  - Respond in less than four (4) hours to customer inquiries, (an example would be an inquiry from a Foreign Graduate regarding licensure requirements);



## **Executive Director Performance Standards Scorecard**

*(Adopted June 23, 2011, Revised September 19, 2013)*

### **QUANTITY OF WORK**

- **Meets:**
  - Inspect every hospital at least every three (3) to five (5) years;
  - Represent WVMI&RTT Agency at the Legislature;
  - Utilize the “Inspection Services Verification” form as inspection guide.
- **Exceeds:**
  - Inspect hospitals at least ever three (3) years;
  - Visit all counties every two (2) years.

### **QUALITY OF WORK**

- **Meets:**
  - Prepare and distribute Agenda through email at least two (2) weeks prior to meeting and approved by Board;
  - Follows up on outstanding Agenda items within five (5) business days following Board Meetings;
  - Maintain Licensee Database;
  - Use PowerPoint and projected documents for meetings and have one paper copy of all documents for review, if needed.
  - Streamline processes to eliminate paper and mailing of Board Packets.
- **Exceeds:**
  - Lead a committee that enhances the operation of the Board.

### **AVAILABILITY FOR WORK**

- **Meets:**
  - Utilizes planned time off appropriately;
  - Attends and coordinates a minimum of four (4) scheduled board meetings annually;
  - Provides prior notice (email is acceptable) to all Board Members of planned vacations and/or time off;
  - Maintain ongoing contact and collaboration with Legislature.
- **Exceeds:**
  - At the Board’s discretion.



## **Executive Director Performance Standards Scorecard**

*(Adopted June 23, 2011, Revised September 19, 2013)*

### **LEADERSHIP**

- **Meets:**
  - Attends WVSRT Meeting annually as a Speaker to Students, and provide a copy of the Regulations to each student participant on CD;
  - Regularly attends Professional Conferences, (such as CLEAR, ASRT Governance Conference, CRCPD, ASTRO, Nuclear Medicine Society, ARMRT, etc.) as deemed appropriate by the Board;
  - Attend the WV Association of Licensing Board Meeting ~~twice~~ annually.
- **Exceeds:**
  - Provide PowerPoint Presentation of any/all attended meetings detailed in the “meets” category to the Board at the next scheduled meeting.

### **MANAGEMENT**

- **Meets:**
  - Delegates tasks to Board Members and Office Staff with follow-up assignments;
  - Maintains communication with Board Members and Office Staff throughout the year, (i.e.: Legislation issues, Ethics Issues, etc.);
  - Prepares for Legislative Audit visit and Annual Report.
- **Exceeds:**
  - Forward thinking and anticipates Legislative issues in advance of Legislative session.

### **WORK ENVIRONMENT**

- **Meets:**
  - Establish a check list of office duties, (such as cleaning schedules and office equipment maintenance), and verifies completion.
- **Exceeds:**
  - Forward thinking processes to streamline office procedures, expedite efficiency and/or reduce overall cost.



**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)

**2014 Work Plan Committee**  
**Agency Annual Performance Salary Increase Scale**

*(Approved June 23, 2008; Revised September 19, 2013)*

<b>Rating</b>	<b>% Raise</b>
2.71 to 3.00	4.0 %
2.26 to 2.70	3.0 %
2.0 to 2.25	2.0 %
1.5 to 1.99	1.0 %
<u>&lt;1.51</u>	0%, <i>(Any rating less than 1.50 would not receive a raise.)</i>



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**Executive Director Report  
September 19, 2013 Board Meeting**

1. Inspection Report: Inspections were completed in the following counties during June, July, and August 2013:
  - Kanawha
  - Monongalia
  - Raleigh
2. Prepared and submitted the FY-2015 Expenditure Schedule to the Budget Office in the WV Oasis Budget Module.
3. Attended the Association Meeting on September 12, 2013 in Charleston.
4. Participated in WV Oasis Training Meetings June 19; June 25; July 10; July 17; and August 13.
5. Worked at the Cool Ridge Office June 24-25; July 5; July 24; and September 3-6.
6. Submitted response to Legislative Audit via email and Certified Mail, verified receipt of documents.
7. Updated the website with approved information from the June 6, 2013 Board Meeting and added office closure notices as necessary.
8. Submitted Sanction information to the Secretary of State's Office and ASRT Ethics Division following the June 6 Board Meeting.
9. Attended a meeting with Kate Campbell in her office on August 19 to review the proposed Audit Response and update form letters.
10. Attended the following National Conference and Community Service Organization Meetings, (used personal time and at personal expense):
  - a. 2013 Annual ASRT Governance Conference, June 13-17, 2013;
  - b. PRIDE in Logan County, (Board Chair for this elder care and early childhood Community Services Organization), August 26, 2013.

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**FINANCIAL STATEMENT**

**JUNE 2013**

Beginning Balance as of June 1, 2013:	\$189,154.06
Deposits for June:	<u>17,465.00</u>
<b>Total Receipts:</b>	<b>\$206,619.06</b>

**Disbursements for June**

001 Payroll	\$6,250.02
002 PerDiem	900.00
011 SS & Medicare	541.09
012 P/E Insurance Agency	224.00
016 P/E Retirement System	875.00
020 Office Expenses	639.38
022 Rent	350.00
023 Utilities	125.55
024 Telecommunications	251.11
025 Contractual / Professional	712.50
026 Travel Expenses	1,011.52
027 Computer Services	84.00
029 Vehicle Rental	412.93
034 Clothing, Household & Recreational Supplies (cleaning supplies)	57.27
041 Cellular Charges	76.84
044 Energy Expense Motor Vehicles	400.58
053 Postal Expenses	410.86
065 Vehicle Repairs	1,000.00
089 Bank Cost (Credit Cd Expenses)	236.48
160 PEIA	178.00
<b>Total Disbursements:</b>	<b><u>\$ 14,737.13</u></b>

**Balance as of June 30, 2013: \$ 191,881.93**

**Balance as of June 30, 2012: \$ 172,358.85**

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**FINANCIAL STATEMENT**

**JULY 2013**

Beginning Balance as of July 1, 2013:	\$191,881.93
Deposits for July:	<u>23,770.00</u>
<b>Total Receipts:</b>	<b>\$215,651.93</b>

**Disbursements for July:**

001 Payroll	\$6,307.31
002 Per Diem	325.00
004 Annual Increment	180.00
010 PEIA Admin Fees	100.00
011 SS & Medicare	508.81
012 P/E Insurance Agency	228.00
014 Workers' Compensation	174.00
016 P/E Retirement System	940.65
020 Office Expenses	4.50
022 Rent	350.00
023 Utilities	96.28
024 Telecommunications	258.40
026 Travel Expenses	472.83
027 Computer Services	352.80
029 Vehicle Rental	412.17
032 Insurance--BRIM	506.00
041 Cellular Charges	73.72
042 Hospitality	100.63
044 Energy Expense Motor Vehicles	110.45
051 Miscellaneous	5.00
053 Postal Expenses	783.91
089 Bank Cost (Credit Cd Expenses)	369.45
160 PEIA	176.00

**Total Disbursements:      \$ 12,835.91**

**Balance as of July 31, 2013: \$ 202,816.02**

**Balance as of July 31, 2012: \$ 177,767.56**

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**FINANCIAL STATEMENT  
AUGUST 2013**

Beginning Balance as of August 1, 2013:	\$202,816.02
Deposits for August:	19,580.00
<b>Total Receipts:</b>	<b><u>222,396.02</u></b>

Disbursements for August:

001 Payroll	\$6,364.60
002 Per Diem	200.00
011 SS & Medicare	489.87
012 P/E Insurance Agency	228.00
016 P/E Retirement System	922.86
020 Office Expenses	63.98
022 Rent	350.00
023 Utilities	38.61
024 Telecommunications	249.02
025 Contractual and Professional	1,406.00
026 Travel Expenses	382.86
027 Computer Services	43.00
029 Vehicle Rental	411.41
031 Assoc. Dues & Prof. Memberships	240.00
034 Clothing, Household & Rec. Supplies (Cleaning supplies, etc. for office)	365.73
036 Vehicle Operating Expense	70.49
041 Cellular Charges	76.77
044 Energy Expense Motor Vehicles	174.70
047 Energy Expense Utilities	38.45
052 Training and Development	990.00
053 Postal Expenses	462.06
089 Bank Cost (Credit Cd Expenses)	438.21
160 PEIA	176.00
175 State Treasurer's Office Fees	30.00

**Total Disbursements:      \$ 14,212.62**

**Balance as of August 31, 2013: \$ 208,183.40**

**Balance as of August 31, 2012: \$ 181,929.84**



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11. Upcoming events:

- a. Inspections continue for the following counties: (Barbour, Calhoun, Hancock, Marshall, Mercer, Monroe, Ohio, Preston, Raleigh, Randolph, Tyler, Wetzel, Wood);
- b. Annual CLEAR Conference and Leadership Training, (September 29-October 5, 2013 in St. Louis, MO);
- c. Annual WVSRT Conference with two (2) presentations, (October 25-27, 2013 in Parkersburg, WV);
- d. Annual Purchasing Training Conference, (October 2013), mandatory meeting that both Sharon Bleau and Nancy Godby will attend;
- e. WV FIMS to WV OASIS Training, (preparation ongoing);
- f. Community Service Meetings: Marshall University Graduate College Advisory Board, September, date TBD; PRIDE in Logan County, last Monday monthly.

West Virginia Medical Imaging Radiation Therapy Technology Board of Examiners  
Year To Date Activity Report

2012-2013	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>TRAVEL</b>																
Miles	1517.8	1477	808	1096	658	1204	1502	971	614	738	1478	649	1513	1194	886	<b>16305.8</b>
Gas Charges	\$211.69	\$224.39	\$113.61	\$136.87	\$111.48	\$176.09	\$297.78	\$140.69	\$76.59	\$122.80	\$233.61	\$97.77	\$215.12	\$206.81	\$116.37	<b>\$2,481.67</b>
2012-2013	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>FACILITY INSPECTIONS</b>																
Hospitals	8	4	1	2	4	4	7	0	0	0	3	0	2	2	1	<b>38</b>
Other Facilities	5	53	12	7	14	6	44	0	0	0	38	1	2	11	15	<b>208</b>
<b>TOTAL</b>	<b>13</b>	<b>57</b>	<b>13</b>	<b>9</b>	<b>18</b>	<b>10</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41</b>	<b>1</b>	<b>4</b>	<b>13</b>	<b>16</b>	<b>246</b>
# License Reviewed	158	389	65	68	327	419	340	0	0	0	197	1	37	109	84	<b>2194</b>

Nancy Godby, MS-MHA, MA, RT(R)(M) ARRT, CHC  
EXECUTIVE DIRECTOR

## Performance Standards Scorecard

(Category of "Exceeds" assumes completion of all tasks for "Meets" in addition to those detailed as noted for each criteria).

### MAINTAINS FLEXIBILITY

- **Meets:**
  - Submit monthly activity report to the Chairperson;
  - Summary of activity to the Board on a quarterly basis.
- **Exceeds:**
  - Develops new processes and policies.

### DEMONSTRATES CREDIBILITY

- **Meets:**
  - Investigate complaints within seven (7) days with follow up visit to the facility;
  - Collaborates with Chairperson within five (5) days of completion of investigation/site visit to facility.
- **Exceeds:**
  - Investigate complaints within three (3) days with follow up visit to facility;
  - Collaborates with Chairperson within three (3) days of completion of investigation/site visit to facility.

### CUSTOMER SERVICE

- **Meets:**
  - Respond within twenty-four (24) hours to customer inquiries;
  - Demonstrate respect to Board Members;
  - Maintain up to date Website.
- **Exceeds:**
  - Respond in less than twenty-four (24) hours to customer inquiries;
  - Design new options for electronic communications and Website updates.

### QUANTITY OF WORK

- **Meets:**
  - Inspect every hospital at least every three (3) years;
  - Inspect eight (8) facilities monthly, (average of 2 each week);
  - Represent WVMI&RTT Agency at the Legislature;
  - Utilize State documents as inspection guide.
- **Exceeds:**
  - Inspect hospitals at least ever two (2) years;
  - Inspect sixteen (16) facilities monthly, average of 4 each week);
  - Visit all counties annually.

### QUALITY OF WORK

- **Meets:**
  - Prepare and distribute Agenda at least two (2) weeks prior to meeting and approved by Board;
  - Follows up on outstanding Agenda items immediately following Board Meetings;
  - Maintain Database.
- **Exceeds:**

## Performance Standards Scorecard

○

### AVAILABILITY FOR WORK

- **Meets:**
  - Utilizes time off appropriately;
  - Attends and coordinates Board meetings a minimum of four (4) meetings annually;
  - Available to be at the Legislature on short notice;
  - Provides prior notice (email is acceptable) to all Board Members of planned vacations and/or time off.
- **Exceeds:**
  - Maintain ongoing contact and collaboration with Legislature.

### LEADERSHIP

- **Meets:**
  - Attends WVSRT Meeting annually as a Speaker to Students, and provide a copy of the Regulations to each student participant on CD;
  - Regularly attends Professional Conferences, (such as CLEAR, ASRT Governance Conference, CRCPD, ASTRO, Nuclear Medicine Society, ARMRIT, etc.) as deemed appropriate by the Board;
  - Attend the WV Association of Licensing Board Meeting twice annually.
- **Exceeds:**
  - Provide PowerPoint Presentation of any/all meetings to the Board at the next scheduled meeting.

### MANAGEMENT

- **Meets:**
  - Delegates tasks to Board Members and Office Staff with follow-up assignments;
  - Maintains communication with Board Members and Office Staff throughout the year, (i.e.: Legislation issues, Ethics Issues, etc.);
  - Prepares for Legislative Audit visit and Annual Report.
- **Exceeds:**
  - Forward thinking and anticipates Legislative issues in advance of Legislative session.

### WORK ENVIRONMENT

- **Meets:**
  - Establish a check list of office duties, (such as cleaning schedules and office equipment maintenance), and verifies completion.
- **Exceeds:**
  - Forward thinking processes to streamline office procedures, expedite efficiency and/or reduce overall cost.

**Monthly Activity Report Totals  
FY-2014**

2012-2013	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>TRAVEL</b>													
Miles	1194	578											<b>1772</b>
Gas Charges	\$184.19	\$72.80											<b>\$256.99</b>
2012-2013	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>FACILITY INSPECTIONS</b>													
Hospitals	3	1											<b>4</b>
Other Facilities	17	7											<b>24</b>
<b>TOTAL</b>	<b>20</b>	<b>8</b>											<b>28</b>
# License Reviewed	139	277											<b>416</b>



Initiative	Progress
<p><b>MAINTAINS FLEXIBILITY</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Monthly meeting with Chairperson to review performance on Monthly Report, (conference call acceptable).</li> </ul> </li> <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ Develops new processes and policies.</li> <li>○</li> </ul> </li> </ul>	<p><b>Meets:</b> Achieved Goals</p> <p><b>Exceeds:</b> Achieved Goals</p>
<p><b>DEMONSTRATES CREDIBILITY</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Investigate complaints within seven (7) days with follow up visit to the facility;</li> <li>○ Collaborates with Chairperson within five (5) days of completion of investigation/site visit to facility.</li> </ul> </li> <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ Investigate complaints within three (3) days with follow up visit to facility;</li> <li>○ Collaborates with Chairperson within three (3) days of completion of investigation/site visit to facility.</li> </ul> </li> </ul>	<p><b>Meets:</b> Achieved Goals</p> <p><b>Exceeds:</b> Achieved Goals</p>
<p><b>CUSTOMER SERVICE</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Respond within twenty-four (24) hours to customer inquiries;</li> <li>○ Demonstrate respect to Board Members;</li> <li>○ Maintain up to date Website.</li> </ul> </li> <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ Respond in less than twenty-four (24) hours to customer inquiries;</li> <li>○ Design new options for electronic communications and Website updates.</li> </ul> </li> </ul>	<p><b>Meets:</b> Achieved Goals</p> <p><b>Exceeds:</b> Achieved Goals</p>



<p><b>QUANTITY OF WORK</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Inspect every hospital at least every three (3) years;</li> <li>○ Inspect eight (8) facilities monthly, (average of 2 each week);</li> <li>○ Represent WVMIRTT Agency at the Legislature;</li> <li>○ Utilize State documents as inspection guide.</li> </ul> </li> <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ Inspect hospitals at least ever two (2) years;</li> <li>○ Inspect sixteen (16) facilities monthly, average of 4 each week);</li> <li>○ Visit all counties annually.</li> </ul> </li> </ul>	<p><b>Meets:</b> Achieved Goals</p> <p><b>Exceeds:</b> Completed 35 of 55 Counties during FY-2013 and visited 41 of 55 Counties. Failed to meet the “exceeds” Goal of visiting all counties annually</p>
<p><b>QUALITY OF WORK</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Prepare and distribute Agenda at least two (2) weeks prior to meeting and approved by Board;</li> <li>○ Follows up on outstanding Agenda items immediately following Board Meetings;</li> <li>○ Maintain Database.</li> </ul> </li> <li>• <b>Exceeds:</b> (SUGGESTIONS NEEDED)</li> </ul>	<p><b>Meets:</b> Achieved Goals</p> <p><b>Exceeds:</b> (SUGGESTIONS NEEDED)</p>
<p><b>AVAILABILITY FOR WORK</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Utilizes time off appropriately;</li> <li>○ Attends and coordinates Board meetings a minimum of four (4) meetings annually;</li> <li>○ Available to be at the Legislature on short notice;</li> <li>○ Provides prior notice (email is acceptable) to all Board Members of planned vacations and/or time off.</li> </ul> </li> <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ Maintain ongoing contact and collaboration with Legislature.</li> </ul> </li> </ul>	<p><b>Meets:</b> Achieved Goals</p> <p><b>Exceeds:</b> Achieved Goals</p>
<p><b>LEADERSHIP</b></p>	



<ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Attends WVSRT Meeting annually as a Speaker to Students, and provide a copy of the Regulations to each student participant on CD;</li> <li>○ Attend CLEAR Meeting at a minimum of every two (2) years;</li> <li>○ Attend CRCPD meeting at a minimum of every two (2) years;</li> <li>○ Attend the WV Association of Licensing Board Meeting Annually.</li> </ul> </li> <li>• <b>Exceeds:</b> <ul style="list-style-type: none"> <li>○ Provide PowerPoint Presentation of any/all meetings to the Board at the next scheduled meeting.</li> </ul> </li> </ul>	<p><b>Meets:</b> Achieved Goals through attendance at the 2013 CLEAR Conference and Mid-Year Business Meeting; 2013 ASRT Governance Conference; Association of Licensing Board Meetings; and, attended and presented two sessions of the 2013 WVSRT Meeting</p> <p><b>Exceeds:</b> Achieved Goal by providing PowerPoint Presentations to the Board Members following conferences</p>
<p><b>MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Delegates tasks to Board Members and Office Staff with follow-up assignments.</li> <li>○ Maintains communication with Board Members and Office Staff throughout the year, (i.e.: Legislation issues, Ethics Issues, etc.).</li> </ul> </li> <li>• <b>Exceeds:</b> (SUGGESTIONS NEEDED)</li> </ul>	<p><b>Meets:</b> Achieved Goals</p> <p><b>Exceeds:</b> (SUGGESTIONS NEEDED)</p>
<p><b>WORK ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>○ <b>Meets:</b> <ul style="list-style-type: none"> <li>○ Establish a check list of office duties, (such as cleaning schedules and office equipment maintenance), and verifies completion.</li> </ul> </li> <li>○ <b>Exceeds:</b> (SUGGESTIONS NEEDED)</li> </ul>	<p><b>Meets:</b> Achieved Goals</p> <p><b>Exceeds:</b> (SUGGESTIONS NEEDED)</p>

Program Sponsor:	Total No. of 2012 Graduates:	Program completion rate:	5 yr. avg. ARRT pass rate: (1/08 – 12/12)	5 yr. job placement rate, in 6 mo.:^ (1/08 – 12/12)	Enrollment for 2012:
Bluefield State College	11	48	96	83	26  +6
**Mountain State University/UC	30	64	90	90	0 <sup>(3)</sup>
Ohio Valley Medical Center	9	90	100	99	10
Southern WV Comm & Tech Clg	6	38	95	75	0 <sup>(3)</sup>
St. Mary' Medical Center	11	100	99	82	23  +1
United Hospital Center	12	80	100	100	15
University of Charleston	7	63	98	98	19  +3
WV Northern Comm Clg	0 <sup>(1)</sup>	0	89 (2007-11)	0	26  +6
WV University Hospitals	17	94	100	87	15
<b>2012 Total or Averages:</b>	<b>104 </b>	<b>72.1 </b>	<b>86 <sup>(2)</sup> </b>	<b>89.2</b>	<b>133 </b>
2011 Totals or Averages:	100	81.25%	96.3%	89.75%	132
2010 Totals or Averages:*	105	76.6%	93.25%	79.33%	129

Key:

^ JRCERT has changed their interpretation of job placement; some programs have recalculated job placement rates.

Rates not met according to JRCERT benchmarks require the program to submit an action plan.

\*\* MSU not recognized as a program by the JRCERT (2011)

- (1) WV Northern Comm. Clg was formerly Wheeling Hospital Program. First class does not graduate until 2014.
- (2) WV Northern not figured into the calculation.
- (3) No class accepted in 2012.

Green Arrow = increase from last year

Red Arrow = decrease from last year

*in italics = the same or very close*

as of 8/29/2013



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## **September 19, 2013 Safety Committee Report**

### **1. Office Safety**

- a. Annual Safety Assessment completed at Cool Ridge Board Office on September 5, 2013. Identified short in overhead light and reported to property owner for repairs on September 5, 2013;
- b. BRIM Self-Assessment documents were completed and submitted before the deadline along with supporting documentation;
- c. The Fixed Asset Inventory was completed and submitted before the deadline;
- d. FY-2013 Summary: There were no accidents or injuries reported for the West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners related to the Board Office location in Cool Ridge.

### **2. FLEET Management**

- a. FY-2013 Summary: There were no accidents or injuries reported for the West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners related to operation of the Agency vehicle.

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