

The Louisiana State Board of Medical Examiners
OCCUPATIONAL THERAPY ADVISORY COMMITTEE

Minutes of Meeting

January 13, 2023

Virtual Zoom Meeting

A meeting of the Louisiana State Board of Medical Examiners Occupational Therapy Advisory Committee, pursuant to lawful notice, was duly convened and called to order at 10:04 a.m., January 13, 2023 via Zoom virtual video and live streamed to the public on YouTube. The chair verified the identity of all videoconference participants and that the audio and video were clear and audible. The chair advised that public comments could be mailed to publiccomment@lsbme.la.gov.

Members present were as follows:

Darbi Philibert, Chair
Ingrid Franc, Vice Chair
Raelena Crooks
Brenda Martin
Glynn Wallace (joined meeting at 10:26 AM)
Kim Solari (left meeting at 12:00 PM)
Carolyn Murphy
Kelly Brandon

Also present at the Meeting:

Vincent Culotta, LSBME Executive Director
Patricia Wilton, LSBME Executive Counsel
Jacintha F. Duthu, LSBME Executive Staff Officer
Olivia PeLong, LSBME Executive Program Specialist
Tracy Mauro, LSBME IT Specialist

Members Absent:

Amy Larriviere

1. Old Business

- a. **Darbi reviewed the OTAC Mission.**
- b. **Minutes of December 2022 meeting.** No changes to the minutes were recommended. On the motion of Brenda Martin, duly seconded by Kim Solari, all present voted unanimously to approve and accept the minutes of the December 16, 2022 OTAC meeting.
 - No public comment.
- c. **Rules and Regulations Course update.** Recent update from Susie Allen was communicated to the members. Susie has finished selecting the questions we will use on the revised course

and will get the course up in CE Broker for Darbi and Ingrid to take using a “play account”. Next steps after that will be for the entire committee to take it and give feedback. Darbi suggested that once the new course and test are live, the OTAC should send a mass email to all occupational therapy practitioners (OTPs) in LA.

2. New Business – Practitioner Questions

- a. Darbi and Dr. Van shared the disclaimer language that should accompany all correspondence between OTAC members and OTPs. Ms. Wilton stated that it can be at the bottom of the correspondence, in a smaller font. Carolyn Murphy motioned to approve the disclaimer, Brenda Martin seconded and all present voted unanimously to approve and accept.
 - No public comment.
- b. Darbi reviewed a new practitioner question. The OTP was requesting clarity on whether an OT has to get new orders every 30 days in order to continue treating their client. This question was discussed and answered with input from OTAC members, Dr. Culotta, and Patricia Wilton. The Rules do not state that new orders need to be obtained on any time frame. It is recommended that OTPs follow the standards of practice as outlined by the AOTA, their own facility policies, and the policies of any relevant payer sources in regards to obtaining new orders. Motion was forwarded to accept the response by Brenda Martin, seconded by Ingrid Franc, and all present voted unanimously to approve and accept.
 - No public comment.

3. New Business – Recent Licensing Issues

- a. Kelly Brandon requested information regarding recent difficulties the December graduates of Bossier Parish Community College (BPCC) had with obtaining temporary and permanent licensure as follows:
 - The Board made a legal decision to only accept a notarized diploma as primary source proof of graduation. Several OTAC members stated that historically the Degree Verification form was used and that the schools will not issue diplomas until graduation, affecting ability to work on a temporary license after course completion but prior to graduation. Ms. Wilton stated she would look into this.
 - Students from BPCC were sending all needed forms by mail in a single envelope (i.e. fingerprints, passport photo, money order), and were getting emails back stating that the Board had received the money order but nothing else. Dr. Van stated that he was aware of these matters and was working on them.
 - There have been many issues with the fingerprints. The Board has traditionally recommended that applicants go to the State Police office in Baton Rouge for fingerprinting. However, applicants’ fingerprints taken there are being rejected by the State Police for being unclear. An applicant may get fingerprinted at any Sheriff’s office.
 - There have been issues with the USPS postal service. The Executive Director recommends that applicants scan anything that is put in the mail and turn it into a pdf. Send the pdf electronically to the LSBME at the same time as mailing the items.
- b. The Board is moving toward a fully electronic system using Parchment.

4. **Old Business – Rules and Regulations Review and Update.** Suggested draft changes were discussed and made for sections 4907, 4909, and 4911, of Subchapter B, Standards of Practice, as seen below:
- a. Section 4907 A – Change to *occupational therapy practitioners*; change *evaluation* to *assessment*.
 - b. Section 4907 B, C, D – Delete these sections.
 - c. Section 4907 E – Changed language related to OTPs responsibility to communicate screening results to language in AOTA’s 2021 Standards of Practice.
 - d. Section 4907 F – Added new language describing the OTs responsibilities in the screening process using language in AOTA’s 2021 Standards of Practice.
 - e. Section 4907 G - Added new language describing the OTAs responsibilities in the screening process using language in AOTA’s 2021 Standards of Practice.
 - Raelena Crooks motioned to approve the above changes to Section 4907, Kelly Brandon seconded and all present voted unanimously to approve and accept.
 - No public comment.
 - f. Section 4909 A – Changed description of who is appropriate for a referral to OT using language in AOTA’s 2021 Scope of Practice.
 - g. Section 4909 B – Changed description of who can refer to OT and decided that *referring healthcare professional* will be added to the Definitions section of the Rules.
 - h. Section 4909 C – Simplified language regarding the OT’s responsibility for assuming care of the client after receiving a referral.
 - i. Section 4909 D – Changed language on referring clients to other healthcare professionals and resources using language in AOTA’s 2021 Standards of Practice.
 - j. Section 4909 E – Added a new section clarifying that wellness and prevention OT services will not require a referral.
 - k. Section 4909 F – Added a new section clarifying that OTPs working in schools systems or contracted by schools systems will not require a referral to provide services for the educationally related needs of the students.
 - Carolyn Murphy motioned to approve the above changes to Section 4909, Brenda Martin seconded and all present voted unanimously to approve and accept.
 - No public comment.
 - l. Section 4911 B – Changed the description of occupational therapy evaluations using language in AOTA’s 2021 Scope of Practice.
 - m. Section 4911 C 1 – 3 – Delete these sections
 - n. Section 4911 E, R, G, H – Delete these sections.
 - o. Section 4911 I – Simplified language regarding responsibility to communicate evaluation results.
 - p. Section 4911 J – Simplified the language.
 - q. Section 4911 K – Added a new section describing the OTs responsibilities in the evaluation process using language in AOTA’s 2021 Standards of Practice.
 - r. Section 4911 L – Added a new section describing the OTAs responsibilities in the evaluation process using language in AOTA’s 2021 Standards of Practice.
 - Brenda Martin motioned to approve the above changes to Section 4911, Raelena Crooks seconded and all present voted unanimously to approve and accept.
 - No public comment.

5. Other Items:

- Members were requested to continue to email Darbi and Ingrid if they cannot make a scheduled meeting.
- Dr. Van will have Olivia send an email to get all OTAC members' contact information on to a spreadsheet.
- Next meeting will be Fri. Feb. 10, 2023; 10:00 AM to 1:00 PM.

Meeting adjourned at 12:47 pm.