

NEVADA STATE BOARD OF PHYSICAL THERAPY EXAMINERS

NEWSLETTER SPRING 2011

Nevada State Board of Physical Therapy Examiners

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BOARD MEMBERS

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Licensing Assistant
Lawrence P. Mooney, PT
Chief Inspector
Alex Delgado, PT
Board Inspector
Angelo Sakelararis, PT
Board Inspector

BOARD COUNSEL

Richard I. Dreitzer
Admitted in Nevada and Missouri



◆LICENSE RENEWAL 2011 VIA ON-LINE◆

Yes, you can renew your license on-line! The process was well-received last year with nearly 97% of licensees utilizing the on-line system. Please refer to the page 4 in this newsletter for the details on renewing your license.

◆MESSAGES FROM BOARD STAFF ◆

A great deal has happened over the past year. We take this opportunity to update you on those changes, and again encourage licensees to participate in the matters of the Board by attending meetings or submitting suggestions and comments for the Board to address. All matters of the Board are itemized on the Board's agendas and openly discussed at each meeting. We appreciate input from the public and licensees on each item, so please be a part of the process. Meeting agendas are posted to the Board's website in the upper right-hand corner of the main page, and also under the "meetings" tab.

Nevada Administrative Code Changes.

Changes were made in 2010 to the Nevada Administrative Code which have been mailed to all licensees. The changes were also posted to the Board's website on the main page. Please contact the Board office with any questions or clarifications.

Disciplinary Fines.

The fines paid by licensees as the result of a complaint are collected by the Board and forwarded to the State General Fund as required by law.

Communicating with Board Members.

The recently adopted policy on communicating with the Board members is on page three of this newsletter, and has been posted to the Board's website. Please refer to the document for guidelines on communicating with members of the Board.

"How Are We Doing" Link.

In November of 2010, the Board placed a link on our website for comments, suggestions, and general feedback. You can remain anonymous, however for a response, contact information is necessary. The messages are monitored by the Chairman and Vice Chairman. Please visit us at www.ptboard.nv.gov. The link is in the upper left-hand corner of the main page.

Do You Have A Complaint Against a Board or Staff Member?

Please refer to the enclosed policy on filing complaints against staff and/or Board members. This policy has been in place for over a decade to ensure licensees and the public have a voice. The mission of the Nevada State Board of Physical Therapy Examiners is to protect the safety and well-being of the public consumer of physical therapy. The Board members and staff operate under the legislation and regulation of Chapter 640, and other laws of the state. We welcome questions so they can be addressed immediately.

Documentation by technicians.

Nevada Administrative Code 640.610 provides the requirements for licensees to document treatment. The licensees shall perform the documentation and cannot assign such documentation to another person. A signature of the licensee following the entry of a technician is not permitted. Licensees must document!

Any questions? Please call the Board office, send us an email or come to a Board meeting. We will be happy to help you!

◆ON-LINE CHANGES OF ADDRESS◆

Nevada Administrative Code 640.061 requires that licensees shall notify the Board, in writing, of any change in residential or professional address within 30 days after the change. Licensees can now report address changes via the Board's website. Please use this system for ease in reporting changes. A confirmation receipt is immediately available and your recorded change will be updated to the website in a few business days.

◆WEBSITE INFORMATION◆

Have you visited the Board's website lately? The website contains all of the forms needed by licensees and provides Board meeting agendas, Board meeting minutes and the approved courses listing. You can also view information on the meetings held by the Advisory Committee on Continuing Education. Stay informed – visit the website often!

If you have a question about the website, please call the Board office and we will point you in the right direction.

◆NEVADA ADMINISTRATIVE CODE 640.550◆

Standards of Conduct - General Requirements

This section of the administrative code is included in the newsletter for your information and review. It is suggested that all licensees review their practice act regularly and contact the Board office for any questions or clarifications.

NAC 640.550 General requirements. (NRS 640.050) A licensee shall:

1. Maintain and calibrate his equipment which is used in a program of physical therapy in accordance with the recommendations of the manufacturer of the equipment.
2. Not use his professional relationship with a patient to further his own personal, religious, political or business interest.
3. Not disparage the qualifications of any colleague, except as otherwise provided in subsection 7.
4. Not diagnose, prescribe for, treat or advise a patient on any problem outside his field of the practice of physical therapy.
5. Base his practice upon the educational requirements adopted by the Board.
6. Keep current with the emerging knowledge in the field of physical therapy.
7. Report to the Board any unlicensed, unauthorized, unqualified or unethical practice of physical therapy by another person.
8. Comply with all of the provisions of the statutes and regulations governing the practice of physical therapy as set forth in this chapter and in chapter 640 of NRS.
9. Cooperate with the Board in an investigation relating to his compliance with the provisions of the statutes and regulations governing the practice of physical therapy as set forth in this chapter and in chapter 640 of NRS.

◆REPORTING MALPRACTICE CLAIMS◆

Chapter 690B.250 of Nevada Revised Statutes provides that licensees are required to report to their licensing Board any malpractice settlements in excess of \$5,000 within 45 days. Chapter 640.685 of Nevada Administrative Code also contains this requirement. Failure to report can result in disciplinary action. Are you in compliance?

◆REVIEW OF CONTINUING EDUCATION COURSES◆

As required by NAC 640.450, courses are reviewed by the Advisory Committee on Continuing Education (ACCE). The ACCE makes recommendations to the Board to grant a specific number of units or to deny the courses. The ACCE is comprised of 7 members and the members meet approximately every 6 - 8 weeks. The meetings are posted to the Board's website and noticed in accordance with Nevada Open Meeting Law. We welcome your attendance and input at these meetings. Please join them and see for yourself how important their role is.

◆WHAT IS THE ROLE OF PHYSICAL THERAPIST'S TECHNICIANS? ◆

The appropriate and legal role of a physical therapist's technician is an often-asked question. The Board is requesting that all physical therapists complete the enclosed form pertaining to their use of technicians. Please fax completed forms to the Board office so the Board can work towards creating a paper as to the duties of technicians. The identification of the therapist completing the form is not requested or required. We thank you in advance for your input. Please monitor the upcoming Board agendas for this important topic to be addressed.

◆IS THE INFORMATION ON THE BOARD'S WEBSITE IN REAL-TIME? ◆

The Board does not have a "live" website connected to the database in the Board office. Updates such as new licensees, approved courses, Board meetings, etc. are sent to the state webmaster for posting. The webmaster may post updates the same business day requested by the Board, or within a few days.

When an address change or licensure renewal is performed by the licensee on-line, Board staff receives an email notification. Board staff retrieves the information from the site, prints the information and updates the record of the licensee in the database.

Due to the high cost of creating a live site, and the costs associated with maintaining such a site, the Board could not justify the expense. Board staff created the on-line renewal program and the change of address program with the assistance of the state information technology department. We have received positive feedback on these options and appreciate your feedback.

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policy on complaints against Board and staff.

If a complaint is received against a board member, the complaint must be forwarded to the Chairman of the board and legal counsel to address. If the complaint is against the Chairman of the board, the complaint will go to legal counsel only. The complaint shall be investigated to determine any acts or omissions or illegal conduct. An investigation will include, but not be limited to, interviews of all concerned parties and review of any pertinent records of the board and/or submitted by the complainant. If it is determined the complaint was valid, the information will be submitted to the Governor per NRS 640.030(5) which provides that the "Governor may remove any member of the Board for incompetency, neglect of duty, gross immorality or malfeasance in office". The outcome of the complaint will be communicated, in writing, to the complainant.

If a written complaint against a staff member is received in the Board office, it shall be immediately forwarded to the Chairman for investigation. The Chairman shall review any pertinent records in the board office and information provided by the complainant. The Chairman shall interview the staff member, the complainant and any other party to the matter (i.e. board staff, recruiters, employer). If the investigation reveals that staff failed to perform their duties, failed to follow the policies of the board or the requirements of the practice act, the chairman shall place the item for review by the board at the next available meeting of the board. The board will review the complaint details and determine any action to be taken, if any. The outcome of the complaint will be communicated to the complainant.

If legal counsel or a board member receive a complaint against staff, it shall be immediately forwarded to the Chairman for investigation. An investigation shall be performed as per paragraph two of this document.

If contacted by the Office of Constituent Services, Governor's office or member of the legislature, the executive director shall provide any and all information to assist in the immediate resolution. This may include confirming policies, citing requirements in the practice act, releasing information included in the applicant/licensee file and anything necessary to address the concerns of the person inquiring. The contact information of the Chairman and legal counsel shall be offered to the caller. If the matter is handled by the executive director and no contact with the chairman or counsel was conducted by the caller, the chairman shall be updated that a complaint had been received and the manner in which it was addressed.

Complaints must be specific in nature to afford the board member/staff member to address the complaint. The complaint must contain the name of the licensee/applicant, allegation(s) and estimated date(s) of the incident/occurrence.

Complaints and comments can be sent directly to the Chairman and Vice Chairman via the "How Are We Doing?" link on the Board's website. People may maintain their anonymity, however to receive a reply or for an investigation to be conducted, specific information must be provided (name, allegation, date of incident), and contact information must accompany the submission. The communications received from this website will be monitored and reviewed by the Chairman and Vice Chairman for any investigations that need to be conducted.

Reviewed and Approved 05/2011

◆ON-LINE LICENSURE RENEWAL◆

We are pleased to offer on-line renewals again this year! The process is simple, fast and secure. Beginning June 1, 2011, you may visit the Board's website and click on the "2011 Licensure Renewal" tab or go directly to:

<https://www.ptboard.nv.gov/renewal/epaylogin.aspx>

In order to access your individual renewal form, you will need to enter your license number, last four digits of your social security number and date of birth.

Once you have gained access, you simply follow the provided instructions. (1) Verify your residential and professional addresses, making changes if necessary. (2) Answer the renewal questions. (3) Enter your continuing education courses. (4) Pay via your checking account. Once completed, your information will be processed to the Board. Your current license (aka renewal certificate) will be mailed to your residential address of record in 2-4 business days.

QUESTIONS AND ANSWERS

Can multiple licenses renew via one transaction?

No. Due to the fact that you are entering personal information to access your individual licensure record, only one license can be renewed per transaction.

Many employers pay the renewal fees for their employees. This is typically performed by sending in multiple renewal forms with one check covering all of the employees. If your renewal fee is paid for by your employer, it is suggested that the employer directly reimburse you.

Can I pay with my credit card or debit card?

No. At this time, the Board will only accept electronic checks. You enter the routing number and checking account number and the renewal fee will be automatically debited from your checking account.

Is it safe to renew on-line?

Yes. The web site uses industry-standard (Secure Sockets Layer) SSL encryption to protect your privacy online. Secure pages are marked by the lock symbol on your screen. We will not store your checking account information on our database. All personal data is encrypted using industry standards.

Will I receive a receipt?

Yes. Once you have completed the process, you may choose to print a receipt. The Board office will not have access to your personal receipt, so please print a receipt for your records. If your employer reimburses your annual renewal fee or if your accountant requires a receipt, you may use this receipt for these purposes.

Will the Board be mailing paper renewal forms?

No. The Board prefers that all licensees take advantage of the on-line renewal system. This system has been created to make renewal easy and secure.

Are paper renewal forms available?

Yes. Upon written request, a licensee may obtain a paper renewal form, pre-printed with their licensure and address information. Please fax or mail in your written request for a paper renewal form. Be sure your request contains your complete name printed legibly, as well as your signature. *The Board office will not accept phone call or email requests for pre-printed paper renewal forms.* We will mail your renewal form to your residential address of record in 1-3 business days.

Blank renewal forms are also available on the Board's website under the forms tab. Please be sure to complete all required areas and complete both pages to avoid having your renewal form returned to you.

I want to renew on-line, but I am not comfortable using a computer. What can I do?

Ask a relative or co-worker to help you. Be certain to ask someone you trust, as you will be entering private information.

How many continuing education units do I need to renew?

The vast majority of licensees require 1.5 units (15 hours) of Board-approved continuing education to renew. No more than .8 units can be obtained from non-clinical courses. Please visit the Board's website to ensure you take only Board-approved courses. Non-approved courses do not count toward your annual requirement.

Can the Board office assist me in the on-line renewal process?

We can certainly answer general questions, however we cannot perform the on-line renewal for you.

What if I don't want to renew my license?

The on-line system allows you to report that you do not intend to renew your license. After entering the system, simply select "I do not intend to renew my license." When prompted "Are you sure?" click "OK". We would appreciate that information so we can update your record accordingly.

If you were licensed during the past year,

your continuing education requirement was calculated for you and provided with your initial licensure information. Please refer to that information for your requirement. If you have misplaced that information, you may make a written request via fax or mail, with signature, and we will call you with 1-3 business days with the information.

New licensees who are waived the first year will enter "New Grad" for the provider name, "Waived" for the course name, 1.5 for the units and the date of the renewal for the course date.

Endorsement licensees will enter the course(s) taken to meet their requirement. Any remaining units will be listed as "Ends" for the provider name, "Prorated" for the course name, the units needed to reach 1.5, and the date of the renewal for the course date.