

Tennessee Board of Occupational Therapy



Newsletter

Fall 2008

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The mission of the Department of Health is to promote, protect, and improve the health of persons living in, working in, or visiting the state of Tennessee.

227 French Landing, Suite 300 – Heritage Place, MetroCenter – Nashville, TN 37243
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Elizabeth "Libby" Miller

**Health Related Boards
Director**

Elizabeth (Libby) Miller has been appointed as the new director of Health Related Boards. Ms. Miller is a licensed attorney. As of January 1, 2008, she moved to the Department of Health from the Department of Revenue where she served as senior tax counsel. Prior thereto, she was a partner at Blackburn and McCune in downtown Nashville where she managed the firm's largest client and was responsible for a staff of attorneys.

Ms. Miller is not new to health related law, having spent a large portion of her career in the federal sector at the Office of Hearings and Appeals of the Social Security Administration where administrative appeals of disability cases are heard. She started her law career as a litigator, but she chose to make a change when her children were young. Her daughter is now preparing to enter law school, and her son is living in Munich, where she hopes to visit soon.

***As of November 30, 2008, there were
1,763 active Occupational Therapists and
889 active Occupational Therapy Assistants.**

BOARD MEETING SCHEDULE

March 12, 2009
July 16, 2009
November 19, 2009

BOARD OF OCCUPATIONAL THERAPY

Pursuant to Public Chapter 115 of the Public Acts of 2007, the Board of Occupational Therapy and Physical Therapy Examiners and its two (2) Committees (Occupational Therapy and Physical Therapy) has been replaced by the Board of Occupational Therapy and the Board of Physical Therapy.

The Board of Occupational Therapy is responsible for safeguarding the health, safety, and welfare of Tennesseans, by requiring that all who practice occupational therapy within the state be qualified to practice. The board interprets the laws, rules, and regulations to determine the appropriate standards of practice in an effort to ensure the highest degree of professional conduct. The board is responsible for the investigation of alleged violations of the Practice Act and rules, and is responsible for the discipline of licensees who are found guilty of such violation.

The Board of Occupational Therapy consists of five members appointed by the Governor. Three members of the board are occupational therapists, one member is an occupational therapy assistant, and one member is

a consumer who is not an occupational therapist and is not commercially or professionally associated with the health care industry. Members may be appointed from a list of three nominees submitted to the Governor by the respective organization or association for each profession.

The board meets three times per year. A quorum of the board consists of three members. The meetings are open to the public.

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EMERGENCY SYSTEM For Advanced Registration Of VOLUNTEER HEALTH PROFESSIONALS

--By: **Donna G. Tidwell, BSN, RN, EMT P; Director
of EMS Personnel Licensure and Education**

Disasters bring out the best in us; however, unfortunately, they also bring out the worst. During 9/11, health care professionals responded to New York City and the Pentagon to provide their services. A concern came with verifying the credentials of nurses, physicians and other multiple healthcare professionals that volunteered to lend aid during this time of disaster.

Many Federal laws passed in the days after 9/11, including a federal law in 2002 that required states to establish, by August 2008, the capability for physicians, nurses, and other health care professionals to volunteer their assistance before a disaster occurs. This law created the *Emergency System for Advanced Registration of Volunteer Health Professionals (ESAR-VHP)*. States began to work toward this goal when in 2005 Hurricane Katrina came and again taught us the importance of having a way during a disaster to verify credentials of health care professionals in order to properly utilize them.

The responsibility for ESAR-VHP lies with Health Resources and Services Administration (HRSA). The Tennessee Department of Health is working on several options for establishing this database for all health care providers. The plan is for a web-based system by which those wishing to volunteer during a disaster can pre-register so their credentials may be verified by the states or federal government at the time of the disaster.

The database will be linked with the licensing Boards in Tennessee. In the event of a disaster anywhere, the database can be accessed by the appropriate personnel to verify that those volunteering have the appropriate credentials.

This project is important to Tennesseans as the state could be the recipient of multiple volunteers should the predicted earthquake in West Tennessee or some other overwhelming disaster occurs. A system that is nationally recognized with volunteers from across the United States would be able to assist us. Additionally, the state would not have the concern that the volunteers were not properly credentialed. This system will provide a means to verify credentials of nurses at one web site. In turn, other states where this state's providers might respond during a disaster could verify Tennessee licensees' credentials.

Tennessee has always lived up to its name as the volunteer state by providing assistance to other states in time of need like the hurricanes in Florida and other coastal states and floods in Louisiana. Soon, ESAR-VHP will make it easier and safer to dispatch qualified health care providers to areas of need and for health care providers to volunteer their services. When ESAR-VHP is live and running, consider signing up as a volunteer.

ADDRESS - NAME CHANGES

Did you know that it is **MANDATORY, BY LAW**, for you to keep the Board informed of an address and/or name change?

When such changes occur you should notify the Board no less than 30 days of the new address and/or name change. Such changes should include the old address/name and new address/name. The request should reference the individual's profession, Board and license number.

Name changes should be accompanied with a copy of the marriage certificate, divorce decree or any other court document authorizing the name change.



The Tennessee Department of Health is charged with the responsibility of regulating health care professionals to protect the health, safety and welfare of the citizens of this state.

Regulation is accomplished through 30 health related boards which set qualifications for the licensure and continued competency of each regulated health professional. Each board sets standards for professional practice and is responsible for the discipline of those health professionals found guilty of violations of laws and regulations.

These measures are accomplished by three working in tandem. The offices in the Department are:

- **Division of Health Related Boards (HRB)** – This division provides administrative services for the Boards.
- **Office of Investigations** – This office is responsible for investigating complaints against any licensee. Investigations are usually based on complaints received from the public.
- **Office of General Counsel (OGC)** – This office provides legal advice to the entire Department of Health. OGC represents the Department in administrative hearings.

BOARD CONSULTANT GUIDELINES

Following a general protocol, board consultants may be called upon to participate in the following:

- Review and evaluation of complaints filed with the Office of Investigations for alleged violations of the Practice Act and/or rules.
- Review of applications and supporting documents to make initial determination as to the eligibility/ineligibility for licensure.
- Review of continuing education documentation for compliance.

All work is strictly confidential and shall not be disclosed to anyone except the board's

authorized administrative staff, the Office of Investigations and the Office of General Counsel.

Qualifications for a Board Consultant:

1. Current license issued by the board.
2. No discipline in this state or any state, jurisdiction or territory.
3. General knowledge or applied practice as detailed in the Statutes, rules or the specified Board/profession.
4. Resident and a legally practicing professional licensed for at least five years in the specified profession in this state.
5. Not regularly employed by nor a member of a governing body, training program, college or university for the specified profession.

How to Apply:

If you meet the qualifications and are interested in applying, please submit a current resume which reflects your employment history. Please include your license number with expiration date. You must provide a telephone number where you can be reached during business hours. Please send your resume and cover letter to:

Tennessee Department of Health
Division of Health Related Boards
The Board of Occupational Therapy
227 French Landing, Suite 300
Heritage Place, MetroCenter
Nashville, TN 37243

THE DIVISION OF HEALTH RELATED BOARDS

The administrative staff of the Division of Health Related Boards supports the board by issuing licenses to those who meet the requirements of the law and rules. Occupational therapists may be granted licensure by examination or reciprocity from other states. Renewal notices are mailed from the board's administrative office 45 days prior to the expiration of the license to the current address on record. ***Licensees are responsible for renewing their licenses on-time and keeping the Board apprised of current information.***



RENEWING YOUR LICENSE ON-LINE

Did you know you can renew your professional license online? The Department of Health has implemented an online process that allows all professions to renew their licenses online. The process is quick, simple, secure, and convenient – and even allows you to pay for your renewal with a credit card.

Here's how to renew on line, step by step:

Step One – Login In. As a professional, you'll need to select your Board, profession and enter your profession license number, your date of birth and social security number or your transaction number from your renewal notice.

Step Two – Update Your Information. Here you'll have the opportunity to update your home address, your work address and even your billing address. Once you've completed entering that information, you're halfway done!

Step Three – Enter your Renewal Information. At this step you'll answer all necessary questions and provide information on licenses from other states. You'll have the ability to update your education information and list your principal place of employment.

Step Four – Payment. Here's where it all comes together. By entering your credit card through the secure site and choosing "submit," you will have completed the online renewal application. **Only choose submit one time!**

What Happens Next?

Your renewal information will be posted to the Department of Health's licensing system, and once you have met all of the criteria for your profession, you will be mailed your renewal certificate.

That's it – you're done! So, come check it out and renew online – or even just update your information. We'll see you at www.tennessee.gov!

Making the Renewal Process Work

Common Pitfalls to Avoid:

If you choose not to renew online, you can ensure that the renewal process will work...and work the first time, every time, for you. There are

common pitfalls that are shared by persons in each profession. Recognizing these common errors may assist you in avoiding them and ensure trouble-free renewals.

Here's how:

- **Sign your renewal** - All applications must bear the licensee's signature.
- **Return the renewal form intact** - Don't separate the one-page renewal form. While it looks like you could, and perhaps should separate your renewal application, return the original form in ONE PIECE.
- **Keep your address current** - Mail (including your renewal form) is generated using a computer program, which downloads the address the Committee's Office has on file for you. If the Committee's Office has an incorrect address, the incorrect address will be used for your renewal.
- **If answering "YES" to any one of the three questions on the back of your renewal, provide an explanation** - The Committee's Office cannot process your renewal until we have written documentation [letter from your physician, court/disciplinary Board order(s), etc.] and your written explanation of the events which made you answer "Yes" on your renewal.
- **Mail the appropriate fee with your renewal application** - Some renewals are received without the fees, or fees are sent separately from renewals, or fees are sent in the wrong amounts.

If any of these errors are made, the renewal application will not be smoothly processed, if at all. Remember, failure to renew by the end of the 30 day grace period means the licensee can no longer practice legally and will subject the license/registration to administrative revocation for which reinstatement will be required.

Continuing Education Audit January 2008 through July 2008

Occupational Therapist

Licenses Audited – 62
Licenses in Compliance - 40
Licenses Non-Compliance - 22

Occupational Therapy Assistants

Licenses Audited – 31
Licenses in Compliance – 16
Licenses Non-Compliance - 15

Policies

Called to Active Military Duty

PURPOSE: To protect licensees who are active in military service, who have been deployed for action and are

not available to renew their licenses or to obtain required continuing education in a timely manner.

POLICY: The division shall allow special consideration for renewal of the licenses of military personnel who

were called to active duty, and were unable to obtain required continuing education or to renew their license timely.

PROCEDURES:

A. Any licensee who held an active license with Health Related Boards at the time he/she was called

to active duty in the military of the United States, and was unable to renew that license while on active duty, shall notify the appropriate board office in writing.

1. The licensee shall submit a letter stating the reason for non-renewal of the license was active duty in the U.S. Military.

2. Dates and proof of service shall be submitted to the office by the licensee.

B. Upon receipt of notification and proof of active service, the licensee shall be allowed to renew the license with no late renewal or penalty fees added to the cost of renewal.

1. A copy of all documentation regarding notification and proof of active service shall be included in the permanent licensure file of the licensee.

C. A licensee whose license has been expired for one year or less shall not be required to complete required continuing education for renewal of the license at that time.

D. A licensee whose license has been expired for more than one year shall be required to obtain one-half of the required continuing education in order to have the license renewed.

Lapsed License

The Board for Occupational Therapy recognizes that an individual may inadvertently allow his/her license to expire. However, statute prohibits an individual from working as an OT or OTA unless he/she has an active and unrestricted license. While the Board does not condone an individual working on an expired license, recognition is given to the fact that the problem does exist. As such,

the Board has adopted the following procedures for reinstatement of an expired or administratively revoked license.

- Immediately upon recognition that his/her license has expired, the individual must stop practicing and contact the Board's administrative office to request a reinstatement application.
- Upon receipt of the reinstatement application, the individuals are to complete the application in its entirety, providing a detailed work history since the license expiration date. The application is to be signed, notarized, and returned to the Board's administrative office, along with any additional information and all fees specified in the instructions.
- Upon receipt of a completed reinstatement application, supporting documentation, including continuing education, and fees, the Board administrator may immediately reinstate a license which has been in an expired status for less than three months.

If the reinstatement application received reflects in the work history that the individual has worked in excess of three months on an expired license, the Board will present to the licensee, official notice which specifies payment of a fine in the amount of \$100 per month for every month worked in excess of three months from the expiration date.

Adopted by the Board of Occupational Therapy on the 2nd day of November, 1998.

For further information, please use the contact information provided below:

Tennessee Board of Occupational Therapy

Local (Nashville Calling Area) 615-532-3202
Nationwide (Toll Free) 800-778-4123
227 French Landing, Suite 300
Heritage Place MetroCenter
Nashville, TN 37243

Proposed Topics for Rulemaking Hearing

At the October 23, 2008 meeting, the Board of Occupational Therapy determined that supervision of fieldwork I should qualify for continuing education credit. Fieldwork I supervisors provide a meaningful learning opportunity for future OT practitioners. The students will spend many hours

each semester at the fieldwork site and sharing of knowledge between the fieldwork supervisor and student is significant.

New Licensed Occupational Therapists as of October 2008

ANDREA LEIGH ALLGEIER
ANN BESSINGER ANDERSON
JESSICA VALENE ANDERSON
RODRICK RAY ANDERSON
LYNNE POMERANCE ATTAWAY
AMY DAWN BALOGH-KILLEWALD
MARILYN JOY BENDTSEN
ELIZABETH MARIE BILBREY
SHANELL LANETTE BLACK-SOUTHALL
MARY CAROLINE BREWER
AMANDA RENEE BURKE
RACHEL LYNN CALL
IRENEO GATILLO CANDELA JR
VICTORIA HAMERNICK CLAYTON
TARA CELESTE COE
SARAH ELIZABETH COLLETT
CARRIE COLEMAN COLLIER
KIMBERLY JOY COTA
JESSICA ANN DAVID
LUCRETIA FAYE DAVIS
GINA MARIE DOMENICI
SARAH EMERSON DRUMM
STEPHEN PETER DUNCAN-MORIN
LACEY SANBORN DUNLAP
PRACHI R. SHAH ELMORE
EMILY ANN ELROD
STEPHANIE JILL ETHRIDGE
JULIA DANIELLE FISH
JAMI ERIN FLICK
JENNIFER PAIGE FUSILIER
SHAWNDRÉ BENN GADSDEN
SINU KURIAKOSE GEORGE
JIMMYE DALE GREEN JR.
AMRITA GROVER
LAURA MEYER HALL
LINDSEY BETH HAM
SHAWNA MICHELLE HARDISON
SHEILA HULBURT HARRIS
CYNTHIA RENEE HARVEY
AMY WOOD HARWELL
ELISE ANN HEGER
CARRIE BETH HERRON
ANNA LAUREN HESSON
APRIL CHEUNG HILSDON
BRADFORD ASHLEY HITCH

ELLEN MARIE HOBBS
KIMBERLY O'BERRY HOOVER
ANITA LOUISE HOTH-DAVIS
BRENDEN SETH HOWIE
SARA ELIZABETH HUDSON
SELENA DIANE ISABELLE
GRETCHEN ALFERMANN JONES
STEPHANIE ANNE JONES
RAYNA MARIE KENDALL
KATHLEEN BAKER KONVALINKA
TARA RAUSCHER LANGE
LESLIE RUTH LAW-MORSTATT
REBECCA JANE LEE
EMILY KAY LOWE
AMY DANIELLE LYNCH
HEATHER ANN MAHNKEN
TAMAR BERGER MARGOLIS
LIGAYA GELVES MARIANO
SHANNON RENEE MCCLAIN
COURTENEY LEIGH MCCRAY
JULIE ANN MCLAUGHLIN
JENNIFER MCDANIEL MCMAHAN
ASHLEY NICHOLE MCWHIRTER
BARBARA ANN MEUSSNER
JESSICA LYNN MICHAUD
BRIAN CARLTON MILLER
BRITTANY ANN MILLER
MONIQUE CHANTAL NADDELL
JESSICA ANNE NALEWJKA
GINA MARIE NELSON
SUSAN JAYNE NEPHEW
ANDREA BROOKE NEWMAN
STACEY LYNN NORTHRUP
HANNAH MAY ORTEL
CARRIE WARWICK PARKER
NISHA MARIYAM PAUL
CARRIE JOHNSON PEPPER
MARY TESSA PERKINSON
LORA REBECCA PIGG
LOIS DEAL POLAND
BRITTANY CHRISTINA POLLY
DENISE LYNN QUALLS
BRIDGET ELLEN QUAST
LAURA SUSAN RAY
KATY LOU RICHARDSON
MARLA JEAN RICHARDSON
LANA JOYCE RIDENOUR
JULIE LYNNE ROSE
BRITNEY LASHON ROWAN
KENDRA BETH RUSSELL
MISTY EVELYN SEEHORN
RUTH SIMMONS

REBEKAH LYNNE SOUTHERN
ERIK SPAHN
LAURA ANDERSON STOCKTON
LARA BRIANA STREIGHT
ERIN NICOLE STURDIVANT
KERRY ANNE SUIT
BRANDY LEE SULLIVAN
AKIA SHANETTA TATE
KERRA MICHELLE TAYLOR
TIMOTHY RAY TAYLOR
RENE' MICHELLE THOMAS
JANA L TREAT
NICHOLAS GORDON TUDOR
SHANNON MARIE TWEED-KENT
AMANDA CLAREECE VOELKER
HANNAH BETH WEBSTER
JOHNNY SUINFERD WEDDERBURN JR
ATIKA LENOIR WILLIAMS
CHERYL ANN WILLIAMS
SAMUEL TAYLOR WOLFE
BRITTANY DANIELLE WORK
SHAQUITA SHONTE WRIGHT
JEANIE LEE ZELINSKI

New Licensed Occupational Therapy Assistants

DEBBIE JOY ALDRICH
LEROY TALBERT ALTMAN
SCOTTIE SMITH BAXTER
MELISSA DAWN BOSHEARS
DONNA UPTON BRITTON
KAREN SUE BUNCH
LISA MARIE DAVIS
LISA MARIE DEEL
JENNIFER CAROL-ROLAND DENNIS
JULIE ANN DONINI
LESLIE CHRISTINE DUTREIL
CYNTHIA ANN GIBSON
TAMMY MARIE GILLIAM
KATRINA DIANE HAMMOCK
AMBER JEAN HARDIN
BRAD JONATHAN HARRIS
KAYLA RENEHA HELTON
NANCY MICHELE HOLLISTER
JO ANN KAE0
EMILY BETH KERNAN
MARCIA ANN KROKOWSKI
TONYA RENEHA LANGLEY
JENNIFER LYNN LUCAS

TERESA CAROL MASSA
TIMOTHY MICHAEL MCCARTHY
BLAKE ALEXANDER MCKOY
JAMES EARL MEADOWS
ZOE SARAH MOONWOOD
CHANDRA LYNN MUSARRA
JENNIFER LYNN NAVA
LISA MARIE OETMAN
ALLISON RHYAN O'NEAL
HENRY RAY POLAND JR
SARA-LINDA PUCKETT
SUE ELLEN RAULSTON
HELEN DENISE REAGAN
KRYSTI MICHELLE RUDISILL
MOLLY BEA SCHENK
CHRISTINA RACHELLE SCHMITT
BROOKE JORDAN SHAW
AUBRIA GENEVA ELIZABETH
STEPHANIE PAIGE STANDFORD
NATOSHA LYNN SUTTON
MEREDITH LINDSEY TAYLOR
BRITTANY NICOLE WALKER
MICHELLE LYNN WALKER
DIANE LYNN WEIDNER
KATY LANE WHITLOW
KATIE ELLEN WOMACK
DORIS MORAL WOODHULL

Reinstated Occupational Therapists as of October 2008

BAILEY BREWER
DEENA H. CHAMBERLAIN
LYNNE C. DEBOLT
ROSALIND JOAN FINLOW OT
MEGAN LEIGH HOLLAND
AMY CHERAY HOLMAN
KELLY SUE MORGAN
TROY TYLER PERKINS
LAURA MICHELLE POLSKY
JUDITH MARIE REESE
TONI L. ROBBINS
VICTORIA LYNN SMITH

Reinstated Occupational Therapy Assistants as of October 2008

AMANDA BROOKE BAKER
SUSAN R EGAN
MARGARET-GAIL RUHL
MARK ANTHONY WEST
MARY BETH WYLIE
DAVID A. ZEEDAR

Tennessee Board of Occupational Therapy
 227 French Landing, Suite 300
 Heritage Place MetroCenter
 Nashville, TN 37243



**Board of Occupational Therapy
 Board Members**

Jeff E. Snodgrass Gray, TN Occupational Therapist Chairman	Janet M. Neely Knoxville, TN Occupational Therapy Assistant Board Member	Sandra Fletchall Millington, TN Occupational Therapist Board Member	Manoj M. Tendolkar Knoxville, TN Occupational Therapist Board Member	Lisa R. Short Brentwood, TN Citizen Board Member
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Board Administrative Staff

Marva Swann Administrative Director		Tomica Walker Board Administrator
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