



## STATE OF WISCONSIN

Department of Safety and Professional Services  
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**Governor Scott Walker      Secretary Dave Ross**

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**RADIOGRAPHY EXAMINING BOARD  
VIA VIRTUAL MEETING  
Room 121A, 1400 E. Washington Avenue, Madison WI  
Contact: Tom Ryan (608) 261-2378  
April 17, 2012**

*Notice: The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions and deliberations of the Board.*

**9:00 A.M.**

### **CALL TO ORDER – ROLL CALL**

#### **A. Adoption of Agenda (1-2)**

#### **B. Approval of Minutes of February 20, 2012 (insert) (3-6)**

#### **C. Secretary Matters**

#### **D. Executive Director Matters**

- 1) Board Member Guidebook (insert) (7-38)
- 2) Delegation Motion (insert) (39-40)
- 3) Other

#### **E. Board Discussion Items**

- 1) School Review Process/Modifications and Accommodations Regarding Educational Process/Eligibility
- 2) Courses and Equivalency and Consideration of Approval (insert) (41-46)
- 3) Examination Issues
  - a. LXMO Examinations With Failed Component Scopes (insert) (47-48)
  - b. Cut Score For Limited Scope Exam (insert) (49-50)
  - c. Report on Exam Scores
- 4) Credentialing Issues
  - a. ARRT LXMO Examination Scores from Other Jurisdictions (insert) (51-52)
- 5) Report from Kelly Grant's presentation to the Southern Wisconsin Radiography Group – October 22, 2011
- 6) Review of Correspondence (insert) (53-56)
- 7) Review of FAQ's (insert) (57-60)

#### **F. Items Received After Printing of the Agenda:**

- 1) Informational Item(s)
- 2) DOE Matters
- 3) Education and Examination Matters
- 4) Credentialing Matters

- 5) Monitoring Matters
- 6) PAP Matters/Issues
- 7) Practice Questions/Issues
- 8) Legislation/Administrative Rule Matters
- 9) Liaison Reports
- 10) Speaking Engagements, Travel, or Public Relation Requests

G. Other Board Business

H. Public Comments

**ADJOURNMENT**

**RADIOGRAPHY EXAMINING BOARD  
TELECONFERENCE MINUTES  
FEBRUARY 20, 2012**

**VIA TELEPHONE:** Gregg Bogost, Kelley Grant, Mary Ellen Jaffari (joined at 11:14 a.m.), James Lemerond, Susan Sanson

**STAFF:** Tom Ryan, Executive Director; Sandy Nowack, Legal Counsel; Karen Rude-Evans, Bureau Assistant; other Department Staff

**GUESTS:** none

**CALL TO ORDER**

Susan Sanson, Chair, called the meeting to order at 10:32 a.m. A quorum of four (4) members was present.

**ADOPTION OF AGENDA**

**MOTION:** James Lemerond moved, seconded by Kelley Grant, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 18, 2011**

**MOTION:** Gregg Bogost moved, seconded by James Lemerond, to approve the minutes of October 18, 2011 as written. Motion carried unanimously.

**SECRETARY MATTERS**

There were no matters to discuss.

**EXECUTIVE DIRECTOR MATTERS**

There were no matters to discuss.

## BOARD DISCUSSION ITEMS

### **School Review Process/Modifications and Accommodations Regarding Educational Process/Eligibility**

Legal Counsel Sandy Nowack addressed with the Board the statutory requirement to establish curriculum requirements.

**MOTION:** Gregg Bogost moved, seconded by Kelley Grant, to designate Susan Sanson and James Lemerond to work with the Department to draft requirements for courses of study that are equivalent to JRCRT, ARRT and ASRT, pursuant to Wis. Stats. Secs. 462.03 and 462.06(a), and to bring the recommendations back to the full Board. Motion carried unanimously.

**MOTION:** Gregg Bogost moved, seconded by Mary Ellen Jafari, to designate Susan Sanson to approve requests for equivalency determinations pertaining to courses of study and examinations for radiographers and LXMO's until the Board can set those criteria. Motion carried unanimously.

### **Issues Relating to Transitional Licenses and the March 1, 2012 Deadline**

Applicants who do not meet the licensure requirements before March 1, 2012 will be required to meet the new licensure standards that are effective as of that date.

### **Questions Relating to CORE and Retakes**

This information was noted.

### **Review of FAQ's**

Department staff will be reviewing the frequently asked questions and will review them with the FAQ liaisons Susan Sanson and Kelley Grant.

**MOTION:** Susan Sanson moved, seconded by James Lemerond, to add a frequently asked question that to the extent that AART, JRCRT and ASRT offer guidance on standards of care and ethics required in the profession of radiography, licensees may rely on the advice as presumed to be within the standard of minimal competence in the profession. Motion carried unanimously.

**MATC Test Out Option**

This item was informational.

**Codebook**

Sandy Nowack and Sharon Henes are working on compiling a codebook for the Board.

**OTHER BOARD BUSINESS**

Sandy Nowack reviewed her duties as the Board's Legal Counsel and discussed the appearance of conflicts of interest.

**ADJOURNMENT**

**MOTION:** James Lemerond moved, seconded by Susan Sanson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:42 a.m.

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# **Department of Safety and Professional Services**



## **Division of Board Services Board Member Guidebook**

# **Division of Board Services**

# **Board Member**

# **Guidebook**

## **Table of Contents**

- Department Information
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# Department Information

# The Department of Safety and Professional Services

## History:

The 2011-13 biennial budget, 2011 Wisconsin Act 32 created the Department of Safety and Professional Services (DSPS) by combining the Department of Regulation and Licensing (DRL) and the Divisions of Safety and Buildings and Environmental and Regulatory Services from the Department of Commerce.

Chapter 75, Laws of 1967, created DRL and attached to it 14 separate examining boards that had been independent agencies. The 1967 reorganization also transferred to the department some direct licensing and registration functions not handled by boards, including those for private detectives and detective agencies, charitable organizations, and professional fund-raisers and solicitors.

DRL's responsibilities changed significantly since its creation. Initially, it performed routine housekeeping functions for the examining boards, which continued to function as independent agencies. Subsequently, a series of laws required the department to assume various substantive administrative functions previously performed by the boards and to provide direct regulation of several professions.

The DSPS Division of Safety and Buildings traces its roots to 1911 when the Legislature created the Industrial Commission in Chapter 485 to set standards for a safe place of employment. This "safe place" statute was extended in Chapter 588, Laws of 1913, to include public buildings, defined as "any structure used in whole or in part as a place of resort, assemblage, lodging, trade, traffic, occupancy, or use by the public, or by three or more tenants." The commission adopted its first building code in 1914. Programs added over the years include plumbing, heating, ventilation, air conditioning, energy conservation, private on-site waste treatment systems, accessibility for people with disabilities, and electrical inspection and certification. These responsibilities and the job of administering various other laws relating to the promotion of safety in public and private buildings, including enforcing building codes, and the licensure of occupations such as electricians and plumbers, were ultimately assumed by the Department of Commerce.

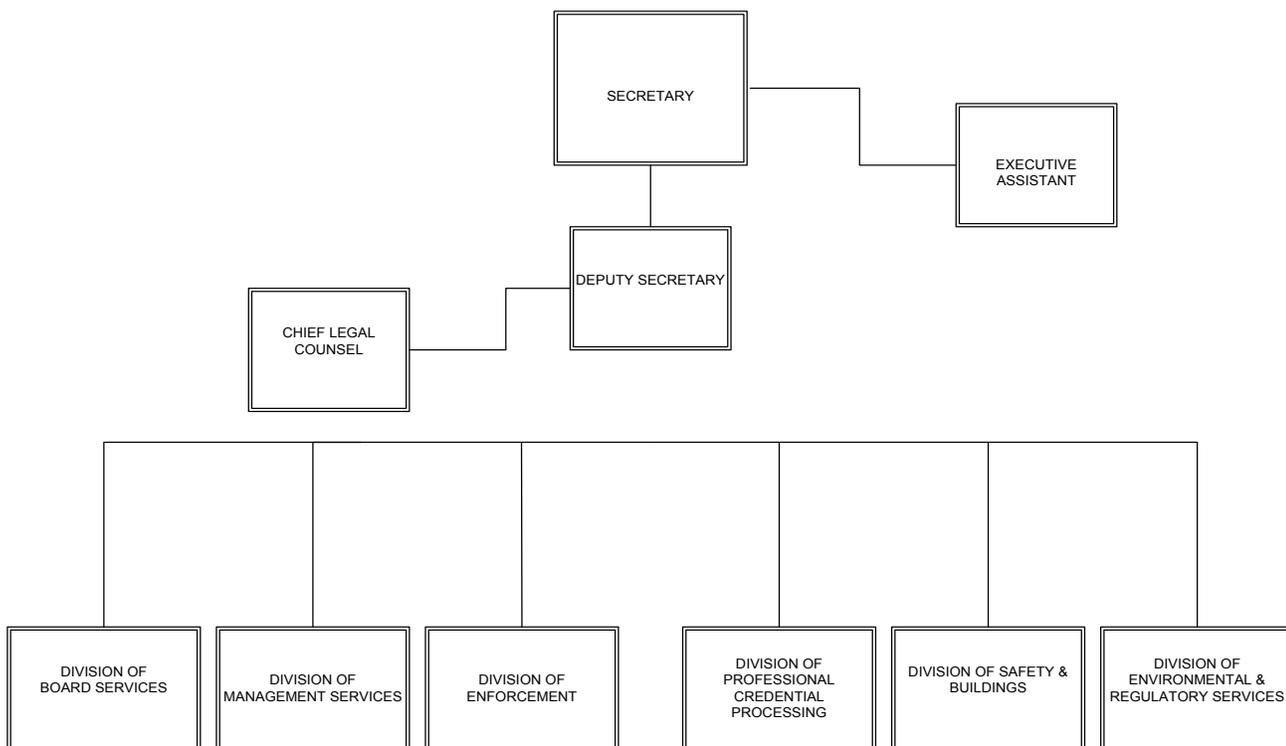
The DSPS Division of Environmental and Regulatory Services was created by 1995 Wisconsin Act 27 which transferred the PECFA program and the safety and buildings functions from the Department of Industry, Labor and Human Relations to the Department of Commerce.

# The Department of Safety and Professional Services

## Quick Facts

- Responsible for ensuring the safe and competent practice of licensed professionals in Wisconsin. The department also administers and enforces laws to assure safe and sanitary conditions in public and private buildings and regulates petroleum products and petroleum storage tank systems.
- Provides policy coordination and centralized administrative services for more than 70 boards, sections, councils, advisory committees, and direct licensing professions.
- Oversees the regulation of 200 types of credentials and specialty permits in more than 60 professional fields.
- Issues over 27,500 new credentials and renews more than 430,000 credential holders each biennium.
- Organized into six divisions and two offices:
  - Office of the Secretary
  - Division of Board Services
  - Division of Enforcement
  - Division of Environmental and Regulatory Services
  - Division of Management Services
  - Division of Professional Credential Processing
    - Office of Education and Examinations
  - Division of Safety and Buildings
- 379.6 full-time employees.
- Receives more than 2,500 consumer complaints per year.
- Verifies about 7,000 Wisconsin licenses per year to other states.

# The Department of Safety and Professional Services Organizational Structure



# **Division of Board Services**

## **Mission of DSPS and the Boards**

To protect the health, safety and well-being of the citizens of Wisconsin by ensuring the safe and competent practice of licensed professionals at the least cost to the state.

To ensure the availability of safe and competent professional services by:

- fairly administering education, experience and examination requirements;
- establishing professional practice standards;
- ensuring compliance by enforcing occupational licensing laws.

## **Division of Board Services-Board Staff**

17 staff in Board Services

1 Division Administrator

1 Program Assistant Supervisor

4 Executive Directors

4 Legal Counsel

4 Bureau Assistants

1 Adv-Paralegals

2 Paralegal

- There are approximately 300 board, council and committee members.
- A Bureau Director, Legal Counsel, and Bureau Assistant are assigned to each profession.
- The Division averages approximately 15 board, council and committee meetings each month.
- There are about 185 meetings scheduled each year.
- Provide the coordination and facilitation of a number of professional and administrative services to all of the regulatory boards, councils and committees.
- Provide administrative support.
- Coordinate and manage the business of each board, council or committee.
- Assist in facilitating the meetings.
- Provide professional services (analysis, evaluation and research).
- Coordinate drafting and implementation of laws, rules and policies.
- Coordinate board member travel and reimbursement processing.



**DIVISION OF BOARD SERVICES**  
**BOARD ASSIGNMENTS**

<p><b>Tom Ryan, Executive Director</b>  <b>Sandy Nowack, Legal Counsel</b>  <b>Karen Rude-Evans, Bureau Asst</b>  <b>Shawn Leatherwood, Adv Paralegal</b></p>	<p><b>Denise Aviles, Executive Director</b>  <b>Yolanda McGowan, Legal Counsel</b>  <b>Michelle Solem, Bureau Asst</b>  <b>Kris Anderson, Paralegal</b></p>	<p><b>Dan Williams, Executive Director</b>  <b>Colleen Baird, Legal Counsel</b>  <b>Kimberly Wood, Bureau Asst</b>  <b>Sharon Henes, Paralegal</b></p>	<p><b>Berni Mattsson*, Executive Director</b>  <b>Lydia Thompson, Legal Counsel</b>  <b>David Carlson, Bureau Asst.</b>  <b>Kris Anderson/Sharon Henes, Paralegal</b></p>
<ul style="list-style-type: none"> <li>▪ Medical Examining Board           <ul style="list-style-type: none"> <li>▫ Athletic Trainers Affiliated Credentialing Board</li> <li>▫ Council on Physician Assistants</li> <li>▫ Dietitians Affiliated Credentialing Board</li> <li>▫ Occupational Therapists Affiliated Credentialing Board</li> <li>▫ Perfusionists Examining Council</li> <li>▫ Podiatrists Affiliated Credentialing Board</li> <li>▫ Respiratory Care Practitioners Examining Council</li> <li>▫ Massage Therapy &amp; Bodywork Therapy Affiliated Credentialing Board</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Accounting Examining Bd</li> <li>▪ Architects, Landscape Architects, Professional Engineers, Designers &amp; Land Surveyors Examining Board           <ul style="list-style-type: none"> <li>▫ Architects Section</li> <li>▫ Designers Section</li> <li>▫ Engineers Section</li> <li>▫ Landscape Architects Section</li> <li>▫ Land Surveyors Section</li> </ul> </li> <li>▪ Barbering &amp; Cosmetology Examining Board</li> <li>▪ Chiropractic Examining Bd</li> <li>▪ Crematory Authority Council</li> <li>▪ Funeral Directors Ex. Bd</li> <li>▪ Real Estate Board           <ul style="list-style-type: none"> <li>▫ RE Contractual Forms Advisory Committee</li> <li>▫ RE Curriculum &amp; Examination Council</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Controlled Substances Board</b>            (Lydia Thompson – Legal Counsel)</li> <li>▪ Geologists, Hydrologists &amp; Soil Scientists Examining Bd.           <ul style="list-style-type: none"> <li>▫ Geologists Section</li> <li>▫ Hydrologists Section</li> <li>▫ Soil Scientists Section</li> </ul> </li> <li>▪ Marriage &amp; Family Therapy, Professional Counseling, and Social Work Examining Bd.           <ul style="list-style-type: none"> <li>▫ Marriage &amp; Family Therapist Section</li> <li>▫ Professional Counselor Section</li> <li>▫ Social Worker Section</li> </ul> </li> <li>▪ Nursing, Board of           <ul style="list-style-type: none"> <li>▫ Examining Council on Licensed Practical Nurses</li> <li>▫ Examining Council on Registered Nurses</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Auctioneer Board</li> <li>▪ Cemetery Board</li> <li>▪ <b>Dentistry Examining Board</b></li> <li>▪ <b>Hearing &amp; Speech Examining Board</b> <ul style="list-style-type: none"> <li>▫ Council on Speech-Language Pathology &amp; Audiology            (Colleen Baird – Legal Counsel)</li> </ul> </li> <li>▪ Optometry Ex. Board</li> <li>▪ Real Estate Appr. Board*           <ul style="list-style-type: none"> <li>▫ REA App Adv Com</li> </ul> </li> <li>▪ Sign Language Interp. Council</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Nursing Home Ad. Ex Bd</b>            (Colleen Baird – Legal Counsel)</li> </ul>	<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Athletic Agents Adv. Com.</li> <li>▪ Private Detectives</li> <li>▪ Private Security Persons           <ul style="list-style-type: none"> <li>▫ Firearms Permits</li> <li>▫ Firearms Certifiers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Pharmacy Examining Board</b>            (Lydia Thompson – Legal Counsel)</li> </ul>	<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Acupuncture</li> <li>▪ Licensed Midwives Advisory Committee</li> <li>▪ Music, Art &amp; Dance Therapy</li> <li>▪ Professional Employer Organizations</li> </ul>
<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Boxing</li> <li>▪ Home Inspectors</li> <li>▪ Interior Designers</li> <li>▪ Peddlers</li> <li>▪ Charitable Organizations</li> <li>▪ Professional Fund Raisers</li> </ul>	<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Behavioral Analysts</li> <li>▪ Sanitarians</li> <li>▪ Substance Abuse Counselors</li> </ul>	<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Psychology Examining Board</li> </ul>	<p><b>Where indicated by the following, the Bureau Assistants differ from the staff listing:</b></p> <ul style="list-style-type: none"> <li>• Lydia – Green</li> <li>• Sandy – Purple</li> <li>• Colleen - Orange</li> <li>• Karen – Red</li> <li>• Michelle - Yellow</li> <li>• Kim – Blue</li> </ul> <p>*Berni Mattsson also provides support to the Boards and Councils associated with the Division of Safety &amp; Buildings.</p>

# **Powers and Responsibilities**

## Powers of Regulatory Bodies

- **Examining Boards**

**Authority:**

- Set standards of professional competence and conduct for the professions.
- Prepare, conduct and administer examinations.
- Grant and deny credentials (licenses).
- Impose discipline.

**Appointed By:** Governor with Senate confirmation.

**Reimbursement:** Per Diem: \$25

Expenses: Actual and necessary expenses incurred in the performance of Examining Board duties.

- **Affiliated Credentialing Boards**

Bodies that are attached to an Examining Board to regulate professions that do not practice independently of the profession regulated by the Examining Board or that practice in collaboration with the profession regulated by the Examining Board.

**Authority:** With the advice of the examining board to which it is attached, sets standards of professional competence and conduct for the profession under the Affiliated Credentialing Board's supervision, reviews the qualifications of prospective new practitioners, grants credentials, and takes disciplinary action against credential holders.

**Appointed By:** Governor with Senate confirmation.

**Reimbursement:** Per Diem: \$25

Expenses: Actual and necessary expenses incurred in the performance of Board duties.

- **Examining Councils and Councils**

**Authority:** Serve an Examining Board in an advisory capacity to:

- Formulate rules to be promulgated by the Examining Board or department for the regulation of the specific profession.

**Appointed By:** Some Councils have members appointed by the Governor and others have members appointed by an Examining Board. Senate confirmation is not required. The Governor has the authority to appoint all public members.

**Reimbursement:** Per Diem: No compensation

Expenses: Actual and necessary expenses incurred in the performance of Council duties.

- **Auctioneer and Real Estate Appraisers Boards**

**Authority:** Advisory in all matters, except:

- Screening complaints.
- Imposing discipline.

**Appointed By:** Governor with Senate confirmation.

**Reimbursement:** Per Diem: \$25

Expenses: Actual and necessary expenses incurred in the performance of Examining Board duties.

- **Direct Licensing Advisory Committees and Screening Panel;**

- No examining board.
- The Secretary of the Department directly regulates the profession or occupation.
- The Secretary has authority to appoint committee and panel members.
- Committee and panel members serve at the discretion and pleasure of the Secretary.
- The Committee or panel members make recommendations and advise the Secretary on issues relating to the specific profession

**Appointed By:** Department Secretary

**Reimbursement:** Per Diem: No compensation

Expenses: Actual and necessary expenses incurred in the

### **Responsibilities of a Board Member**

- You are a public official who is dedicated to public service. You are willing to sacrifice your time and tolerate inconvenience, frustration, and scheduling conflicts to be available for board service.
- You have major responsibilities to the public and credential holders.
- You ARE NOT an advocate for private interest or professional groups.
- You must represent the highest standards of ethical and professional conduct.
- You must strive to avoid any relationship, activity or position that may influence, directly or indirectly, the performance of your official duties as a board member.
- You cannot serve as spokesperson for the board unless properly designated by the board.
- You must make public (and recuse yourself from) any conflict of interest that exists to ensure the integrity of the board and all of its decisions.
- You must comply with the rules of confidentiality, at all times, in dealings outside the board meeting.

### **Importance of Public Members**

- You are the voice of the public.
- You expand the range of perspectives available for higher quality and more creative board action.
- You balance decisions that might otherwise favor one faction of the regulated group over another.
- You make the governing board more responsive to the public it affects.
- You reduce the potential for board decisions to be professionally biased.
- You lend credibility to board accessibility and decisions.
- Public Member Concerns:
  - Being intimidated by professional members' experience in the field.
  - May impede board activity if technical issues are not understood.
  - Afraid to ask questions for fear of slowing down the meeting.
  - Professional members not treating public members as Board peers.

## **Responsibilities of the Board Chair**

- Recognize board members are entitled to speak or propose motions.
- Restate the motion after it has been seconded, then open for discussion.
- Close discussion and put motions to a vote. Restate the motion exactly as it was made or amended before calling for the question.
- Announce the result of the vote immediately. A tie vote defeats a motion requiring a majority of those voting. The chair may vote to make or break a tie.
- Avoid entering into any controversy or interfering with legitimate motions.
- Maintain order and proper procedure by making necessary rulings promptly and clearly.
- Expedite board business in every way compatible with the rights of the board members. You can allow brief remarks on motions, advise board members how to take action (proper motion or form of motion), or order proposed routing action without a formal vote (“If there is no objection, the minutes will stand approved as read. Hearing no objection, so ordered”).
- Protect the board from frivolous motions whose purpose is to obstruct the board’s business. You can refuse to entertain such motions. Never adopt such a course, however, merely to expedite business.
- Guard the board’s time by having board members vote to adopt an agenda at the beginning of the meeting. Follow the agenda faithfully. Do not permit unauthorized interruptions by spectators.

## **What Makes A Successful Board Member?**

- Recognition that the goal of the board is the protection of the public.
- Embracing role as a public servant.
- Common sense and a willingness to ask questions.
- Commitment to attendance.
- Willingness to devote time and effort to the work of the board.
- Open .
- Team player.
- Fairness.
- An orderly approach to decision making.
- Ability to set aside personal/business interests.

### **Board Members Should Avoid:**

- Obsession with a single issue.
- Self-serving by bringing own agenda to the table.
- Always taking the “contrarian” view—just for show.
- Expounding on strongly held opinions that are rarely backed by fact or research.
- Unpredictable participation or attendance.

### **Disappointments Experienced As Board Members:**

- Personal goals for improvement of the profession have not been realized.
- The public has not been served fairly.
- Lack of effort and dedication on the part of other board members.
- The “wheels” of government do not move fast enough.

### **Dealing With The Volatile World Of Meetings**

Some of the ideas are best undertaken by the Chair; however, you should feel free to help any meeting to progress. After all, why should you allow your time to be wasted?

- If a participant strays from the agenda item, call him/her back: “We should deal with that separately, but what do you feel about the issue X?”
- If there is confusion, you might ask: “Do I understand correctly that ...?”
- If you do not understand, say so: “I don’t understand that, would you explain it a little more; or, do you mean X or Y?”
- If a point is too vague ask for greater clarity: “What exactly do you have in mind?”
- If the speaker begins to ramble, wait until an inhalation of breath and jump in: “Yes, I understand that such and such, does anyone disagree?”
- If someone interrupts (someone other than the rambler), you should suggest that: “We can hear your contribution after Phoebe is finished.”
- If people chat, you might either simply state your difficulty in hearing/concentrating on the real speaker or ask them a direct question: “What do you think about that point?”
- If someone gestures disagreement with the speaker (e.g., by a grimace), then make sure they are brought into the discussion next: “What do you think Phoebe?”
- If there is an error, look for a good point first: “I see how that would work if X Y Z, but what would happen if A B C?”
- If you disagree, be *very* specific: “I disagree because .....

## Ethics For Board Members

Public officials must not engage in unethical or the appearance of unethical behavior. Board members should be cognizant of how their actions may be perceived by the public.

If you have questions about certain activities, you are encouraged to consult with the attorney from the Division of Board Services assigned to your Board.

### General Standards of Conduct For Board Members

- Board members must not act in an arbitrary or capricious manner in discharging any of their public duties. All Board member decisions whether the individual or collective ones must be based upon a reasoned consideration of facts applied to the correct law.

### Primary Duties of All Board Members

- Be knowledgeable about the statutes and rules governing the Board.
- Review and make decisions on all issues presented to the Board in compliance with the law and with the ultimate goal of protecting the public.
- Be aware that Board members are viewed as representatives of the Board when they appear at public meetings and professional gatherings. Board members should not speak for the Board unless specifically authorized to do so.
- Refer public inquiries about Board issues directly to the bureau director for your Board.
- Do not participate in discussion or vote on any matter in which the Board member has a personal or professional conflict of interest.
- Prepare for Board meetings by careful review of materials. Board members shall come to the meetings with preliminary opinions of the issues to be discussed and questions for clarification.
- As a professional member of the Board, remain current in standards of practice through reviewing professional literature and attending educational programming and through actual practice or relationships with colleagues in practice.
- As a public member of the Board, become educated regarding the practice of the profession.
- Maintain absolute confidentiality regarding disciplinary matters, examinations, examination scores and other closed-session issues. The failure to maintain confidentiality could result in loss of immunity Board members enjoy for purposes of their actions as Board members.

### Discipline

- The objectives of professional discipline include the following: (1) to promote the rehabilitation of the licensee; (2) to protect the public; and (3) to deter others from engaging in similar conduct.
- Punishment of the licensee is not an appropriate consideration.
- The statutory framework which creates the Board's authority will provide the options available for discipline.
- The goal of a regulatory board is to protect the public.

## Standards of Ethical Conduct

### ■ The Five Commandments

- Do not act in an official capacity in a matter in which you have a private interest.
- Do not use your public position for a private benefit.
- Do not solicit or accept rewards or items or services likely to influence you.
- Do not use confidential information.
- Do not use your public position to obtain unlawful benefits.

### ■ Bias/ Conflict – Watch for:

- Financial Interests (employer/ employee/ competitor)
- Professional business Interests (have you worked with them in the past)
- Other – friends, non-friends
- Personal knowledge of facts which may not be in the record

# Agendas and Meetings

## Agendas and Meetings

- New Technologies – Share Point & Live Meeting.
- Agenda packets are mailed, emailed, and/or posted on Share Point about 7 calendar days prior to meeting.
- Agendas include:
  - Approval of the Agenda and Minutes
  - Open Session Items
    - Administrative Report
    - Legislation and Administrative Rules Issues
    - Public Hearings
    - Education and Exam Issues
    - Practice Questions
    - Current Issues Affecting the Profession
  - Closed Session items
    - Stipulations
    - Administrative Warnings
    - Deliberations on Proposed Disciplinary Actions
    - Case Closings
    - Monitoring Issues
    - Credentialing Issues
    - Exam Issues
- Agendas are published for public notice every Wednesday prior to the meeting on the Department's web site
- Meetings must comply with the Open Meetings Law.
- "To-Do" lists are distributed to staff within three (3) days after a meeting.
- Minutes are prepared within five (5) days after the board meeting.
  - Once the board approves the minutes, they are published on the Department's web site.

# Expenses and Travel

## General Expense Reimbursement Guidelines

- State statutes and Code of Ethics strictly prohibit any board member, his or her family, or co-workers from benefiting personally from free flight plans, lodging, meals, or other promotions which result from travel incurred in connection with board official business and paid from state or federal funds.
- All travel-related expenses are reimbursable within the limitations established by the Department of Employment Relations and the Department of Administration.
- Any board member whose appointment has been confirmed by the Senate or who has been nominated to fill a vacant board position is eligible to receive a per diem. Council and Committee members are not eligible for a per diem.
- Any board, council or committee member whose appointment has been confirmed by the Senate or who has been nominated to fill a vacant position is eligible to receive travel expenses for each day on which he or she has actually and necessarily engaged in the performance of board duties. If you are employed by the State of Wisconsin these requirements do not apply.
- All per diem and travel expense reimbursement vouchers must be submitted to the Department **within a month of the activity** in which payment is being requested.
- Any board member who wishes to attend out-of-state regional or national meetings or conventions must have prior approval by the Board and the Department, if he or she wishes to receive reimbursement for expenses by the Department.
- Employees in travel status are expected to use good judgment when incurring travel costs. Only expenses incurred while conducting official State business will be reimbursed. Reimbursement claims must represent actual, reasonable and necessary expenses.
- Reimbursement for air travel is limited to the lowest appropriate airfare which is defined as coach fare, which provides for not more than a 2-hour window from the traveler's preferred departure or arrival time and may require one plane transfer.
- Benefits from any airline promotion program, such as frequent flier points or credit vouchers, belong to the State and should be turned over to the Department.

## **Lodging Accommodations**

- Hotel arrangements for board meetings are scheduled by the department for all board meetings at the beginning of each year.
- Lodging the night before a board meeting will be reimbursed provided the board member would have to leave home before 6:00 a.m. in order to be at the meeting site by the set meeting time.
- Maximum reimbursement rate for in-state lodging is \$70, except in Milwaukee, Waukesha and Racine counties where the rate is \$80.
- Maximum reimbursement rates for out-of-state lodging are determined by the Office of State Employment Relations. In cases where a board member stays at the conference site, the conference room rate is allowable.

## Per Diem Guidelines

### **\$25 per day**

*(Only one per diem may be claimed per calendar day.)*

Examples:

- Attend board meeting or participate in a board meeting by telephone.
- Attend a Screening Panel Session when held on a day other than a board meeting date, in person or by telephone.
- Senate confirmation hearing.
- Exam administration or test development
- Attend a legislative or other public hearing as an authorized representative of the board on matters directly related to the work of the board. Prior approval from the secretary is required for per diem payments for more than one board-authorized representative at a public hearing.
- Represents the board at a meeting of a governmental body or other organization where attendance is necessary to the performance of the board's official duties.

### **5-Hour Rule**

- \$25 for performing a cumulative minimum of 5 hours engaged in:
  - Duties as a disciplinary case screener or board advisor including reviewing cases, consulting with investigators, etc. (NOTE: You will need to document the exact times performing these duties on your per diem form.
  - Preparation of board correspondence or articles
- Hours can only be claimed in the month the duties were performed. Hours cannot carry over to other months.

### **Insufficient Basis For Approval of a Per Diem**

- Travel days to or from board meetings, conferences, and other events when there is no event business conducted.
- Reading board agendas, meeting packets, minutes or transcripts.
- Attendance at professional association meetings, conferences, seminars, exam administrator or test development if there has not been prior board authorization and approval of the Secretary's office.

## Travel and Meal Guidelines

- **Mileage rate --** 48.5 cents per mile
- **Private Airplane--** 48.5 cents per mile
- **Meals** (*Maximum amounts*)

	<u>In-State Travel</u>	<u>Out-of-State Travel</u>
Breakfast	\$8	\$10
You must leave home before 6:00 a.m.		
Lunch	\$9	\$10
You must depart before 10:30 a.m. & return after 2:30 p.m.		
Dinner	\$17	\$20
You must return home after 7:00 p.m.		

*NOTE: Alcoholic beverages may not be claimed for any meal.*

- **Telephone:** One personal call home is reimbursable up to \$5 for each night in travel status.
- **Hotel Gratuities:** Gratuities to hotel employees are reimbursable up to \$2 on dates of departure and arrival, and up to \$2 per night for a stay at a hotel/motel.
- **Porterage:** Porterage costs at airports or bus terminals will be reimbursed. The claim should not exceed \$1 per piece of luggage.
- **Taxi/Shuttle:** Receipts are required for one-way fares exceeding \$25.

### Examples of Non-reimbursable Items

This list is not all-inclusive

- Traffic citations, parking tickets and other fines
- Mileage charges incurred for personal reasons, e.g., sightseeing, side trips, etc.
- Additional charges for late checkout
- Taxi fares to and from restaurants
- Meals included in the cost of registration fees or airfare
- Flight insurance
- Cancellation charges (unless fully justified)
- Alcoholic beverages
- Spouse or family members' travel costs
- Lost/stolen cash or personal property
- Personal items, e.g., toiletries, luggage, clothing, etc.
- Repairs, towing service, etc., for personal vehicle
- Pay-for-view movies in hotel room; personal entertainment
- Child care costs and kennel costs

# Forms and Memos

# Department of Regulation & Licensing

## PER DIEM REPORT

Month January Year 2011

**INSTRUCTIONS:** Send original (white) and first copy (yellow) to Bureau Director authorized to approve. Approving Bureau Director forwards original and first copy to Deputy Secretary, Department of Regulation and Licensing. Second copy (green) to be retained by claimant. Attach travel voucher if applicable.

NAME OF EXAMINING BOARD OR COUNCIL				BOARD OR COUNCIL MEMBER'S NAME			
Board				John Doe			
Day	Specify Number of Hours	Purpose Code	Where Performed	Day	Specify Number of Hours	Purpose Code	Where Performed
1				17			
2				18			
3				19			
4				20			
5	7	A	<i>DRL- Madison</i>	21			
6				22			
7				23	2	G	<i>Home</i>
8				24			
9				25			
10				26			
11	3	B	<i>Teleconference - Home</i>	27			
12				28			
13				29			
14				30			
15				31			
16							

TOTAL DAYS CLAIMED 2 @ \$ 25.00 = \$50.00

<p><b>CLAIMANT'S CERTIFICATION</b> The undersigned certifies, in accordance with Sec. 16.53, Wis. Stats., that this account for per diem, amounting to \$25.00, is just and correct; and that this claim is for service necessarily incurred in the performance of duties required by the State, as authorized by law.</p>	<p>APPROVED:</p>
<p>Claimant's Signature _____ Date _____</p>	<p>Bureau Director _____ Date _____</p>
<p>Social Security Number _____</p>	<p>Secretary, Department of Regulation &amp; Licensing</p> <p>Date _____</p>

**Purpose Codes:**

- A. Attend **Board meetings** in person or via teleconference call.
- B. Attend **Screening Panel** meetings on days other than board meeting days (teleconference calls)
- C. Attend **Hearings**, i.e., legislative, disciplinary or informal settlement conference hearings, on days other than board meeting days.
- D. Attend **Examinations**
- E. Attend **Test Development Sessions**, i.e., test review or analysis sessions, national testing sessions, tour of test facilities, etc.)
- F. Attend Senate Confirmation Hearings
- G. Review DOE cases
- H. Review credentialing applications other than at board meeting.
- G. Other (describe in detail)



## **Department Policy**

### **Deadline For Submitting Travel Vouchers and Per Diems**

Effective: Immediately

**Board Members will only be reimbursed for travel upon a motion made by the Board, Council, or Committee designating them as a representative and upon prior approval of the department.**

#### **Policy for Submitting Board Meeting Travel Reimbursement**

All travel vouchers and per diems must be submitted to the Department after each meeting and no later than the month following the Board meeting.

#### **Policy for Submitting Out-of-State Travel Reimbursement**

All travel vouchers and per diem vouchers must be submitted no later than the month following the month in which the out-of-state travel occurred.

#### **Forms Submitted after the Deadline**

Due to the Department's budget being an annual appropriation, those vouchers that are not submitted in a timely manner become at risk of not being reimbursed.

#### **Annual Appropriation:**

The Department receives authority from the legislature to spend a set amount of money each fiscal year. None of the authorized set amount can be carried forward to the next fiscal year.

**Division of Board Services**  
**HOTEL RESERVATIONS POLICY & PROCEDURE**

Effective January 1, 2010, the Department has selected the Fairfield Inn & Suites for all future hotel reservations.

**Fairfield Inn**  
**2702 Crossroads Dr**  
**Madison, WI 53718**  
**608-661-2700**

- If the board member is not going to use the reserved hotel room, it is the responsibility of the board member to cancel the room by calling the hotel themselves.
- If the hotel room is not cancelled, the board member may be responsible to pay the bill.
- If a meeting is cancelled due to a lack of quorum or no business, it is the responsibility of the Department to cancel any room reservations.

**QUORUM CONFIRMATION POLICY**

- It is every board member's responsibility to ensure there is a quorum to conduct business at all board meetings.
- It is the responsibility of each board member to inform the executive director of any meeting dates in which they will not be able to attend.
- If Division staff does not hear from a board member, they will assume that the board member will be attending the scheduled meeting.
- A quorum check will not be conducted prior to each scheduled board meeting.
- The only time Division staff will conduct a quorum check will be if two or more board members contact the Division indicating they will not be able to attend an upcoming scheduled meeting.
- Every board member will receive a list of all approved meeting dates at the first board meeting of the New Year. Please use this as a reference to assist in planning for the year ahead.

**INCLEMENT WEATHER POLICY & PROCEDURE**

**Quorum Note:** For open session you need one more than half of the total board membership. If there is formal discipline you will need 2/3 of the total board membership.

- Teleconference and Live Meeting options should be offered in order to continue with the scheduled meeting.
- Hotel rooms for the night before should be provided for any Board member traveling more than 50 miles from Madison and the meeting starts before 10:00 a.m.
- If a Board member who has a hotel reservation already in place will not attend and/or the meeting is cancelled, the hotel room should be cancelled immediately.



## Division of Board Services Board Member Guidebook

This Board Member Guidebook has been prepared for your information and understanding of the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services. Please read it carefully. Upon completion of your review of this guidebook, sign the statement below, and return it to the Executive Director of your Board, Committee, or Council by the due date. A copy of this acknowledgment appears at the back of the guidebook for your records.

I, \_\_\_\_\_, have received and read a copy of the Division of Board Services Board Member Guidebook which outlines the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services, as well as my responsibilities as a member of an attached Board, Council, or Committee.

I have familiarized myself with the contents of this guidebook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Board Member Guidebook provided to me by the Division of Board Services. I understand this guidebook is not intended to cover every situation which may arise during my term, but is simply a general guide to the goals, policies, practices, and expectations of the Department of Safety & Professional Services.

\_\_\_\_\_  
(Member signature)

Please return by: \_\_\_\_\_  
(put date here)

## **Division of Board Services Board Member Guidebook**

This Board Member Guidebook has been prepared for your information and understanding of the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services. Please read it carefully. Upon completion of your review of this guidebook, sign the statement below, and return it to the Executive Director of your Board, Committee, or Council by the due date. A copy of this acknowledgment appears at the back of the guidebook for your records.

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I have familiarized myself with the contents of this guidebook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Board Member Guidebook provided to me by the Division of Board Services. I understand this guidebook is not intended to cover every situation which may arise during my term, but is simply a general guide to the goals, policies, practices, and expectations of the Department of Safety & Professional Services.

\_\_\_\_\_  
(Member signature)

Please return by: \_\_\_\_\_  
(put date here)

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Tom Ryan		<b>2) Date When Request Submitted:</b>  Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b> Radiography Examining Board			
<b>4) Meeting Date:</b> April 17, 2012	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Delegation Motion	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b> <input type="checkbox"/> Yes by _____ (name) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b> In order to facilitate the completion of assignments between meetings without having to convene the Board, the Board will consider the following motion:  To delegate authority to the Chair of the Board, highest ranking officer, or highest ranking member on the Board, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law.			
<b>11) Authorization</b>			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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## ***Radiography Examining Board of Wisconsin's Limited X-Ray Machine Operator (LXMO) Curriculum***

Ideally all programs offering LXMO training would be accredited by the Joint Review Committee in Education in Radiologic Technology (JRCERT) to assure a high quality education. To determine equivalent standards the State of Wisconsin examining board has established the following curriculum. The full Radiography examining board will examine and approve all LXMO programs that are not offered via a JRCERT program.

### **Description**

LXMO curriculum prepares individuals for a career in diagnostic imaging. The LXMO produces images of limited area of the human body to aid physicians in the diagnosis of injuries and diseases. Applicants for a LXMO permit meeting all of the curricular requirements would be eligible to take the State of Wisconsin certification examination administered by the American Registry of Radiography Technologists (ARRT). Upon successful completion individuals may obtain employment in x-ray departments associated with medical clinics, veterinary clinics, and private offices.

The LXMO curriculum focuses on theoretical and applied radiography and includes a clinical experience in a imaging department. Applicants should have learned to use x-ray imaging machines to demonstrate body parts on x-ray films for diagnostic purposes and minimizing.

### **External Requirements**

College – Regional Accreditation

### **Curriculum Outcomes**

- A. Carryout the production and evaluation of radiographic images
  - Direct Measures*
  - 1 Clinical Evaluation
  - Criteria*
  - 1. Position patient for specified examination
  - 2. Select appropriate image production exposure factors and make exposure
  - 3. Evaluate final images for acceptable exposure quality, anatomical presentation, and patient identifying information
- B. Apply computer skills in the radiographic clinical setting
  - Direct Measures*
  - 1 Clinical Evaluation
  - Criteria*
  - 1. Orient and annotate image
  - 2. Prepare and send images to archive or PACS
- C. Practice radiation safety principles
  - Direct Measures*
  - 1 Clinical Evaluation
  - Criteria*
  - 1. Use proper collimation
  - 2. Shield patient and others
  - 3. Wear personnel dosimeter
  - 4. Practice the cardinal principles of radiation protection: time, distance, and shielding
- D. Provide quality patient care

*Direct Measures*

1 Clinical Evaluation

*Criteria*

1. Identify correct patient and procedure to perform
2. Assess patient condition and respond accordingly
3. Obtain and document accurate patient history
4. Explain exam and give clear instructions
5. Communicate/interact with patients as appropriate
6. Provide for patient modesty and comfort

E. Model professional and ethical behavior consistent with the State of Wisconsin LXMO Code of Ethics

*Direct Measures*

1 Clinical Evaluation

*Criteria*

1. Maintain confidentiality
2. Interact professionally with healthcare professionals, patients and family
3. Respect diversity

F. Apply critical thinking and problem solving skills in the practice of diagnostic radiography

*Direct Measures*

1 Clinical Evaluation

*Criteria*

1. Adapt procedure to patient condition
2. Adapt exposure techniques to patient's physical and pathological conditions
3. Evaluate image for diagnostic quality and implement corrective action if necessary
4. Use logic and judgment in performing procedure efficiently

## **Standards**

### **B. Clinical Practice:**

B.I. Clinical Practice

B.II. Procedural Performance

B.III. Clinical Competency

### **C. Digital Image Acquisition and Display:**

C.I. Basic Principles of Digital Radiography

C.II. Image Acquisition

C.III. Image Acquisition Errors

C.IV. Software (Default) Image Processing

C.V. Fundamental Principles of Exposure

C.VI. Image Evaluation

C.VII. Quality Assurance and Maintenance Issues

C.VIII. Display

### **D. Ethics and Law in the Radiologic Sciences:**

D.I. Ethics and Ethical Behavior

D.II. Ethical Issues in Health Care

D.III. Legal Issues

D.IV. Patient Consent

### **E. Fundamentals of Radiologic Science and Health Care:**

E.I. The Health Science Professions

E.II. The Health Care Environment

E.III. Regulatory Agencies

- E.IV. Radiology Organization
- E.V. Professional Credentialing
- E.VI. Professional Organizations
- E.VII. Professional Development and Advancement

**F. Human Structure and Function:**

- F.I. Anatomical Nomenclature
- F.II. Chemical Composition
- F.III. Cell Structure and Genetic Control
- F.IV. Metabolism
- F.V. Tissues
- F.VI. Skeletal System
- F.VII. Muscular System
- F.VIII. Cardiovascular System
- F.IX. Respiratory System
- F.X. Reproductive System

**G. Image Analysis:**

- G.I. Imaging Standards
- G.II. Image Appearance Characteristics
- G.III. Procedural Factors
- G.IV. Corrective Action

**H. Imaging Equipment:**

- H.I. X-ray Circuit
- H.II. Radiographic Equipment
- H.III. Diagnostic X-Ray Tubes
- H.VI. Quality Management

**I. Medical Terminology:**

- I.I. The Word-Building Process
- I.II. Medical Abbreviations and Symbols
- I.III. Radiologic Technology Procedures and Terminology
- I.IV. Understanding Orders, Requests and Diagnostic Reports

**J. Patient Care in Radiologic Sciences:**

- J.I. Radiographer and Health Care Team
- J.II. Attitudes and Communication in Patient Care
- J.III. Patient/Radiographer Interactions
- J.IV. Safety and Transfer Positioning
- J.V. Evaluating Physical Needs
- J.VI. Infection Control
- J.VII. Medical Emergencies
- J.VIII. Unique Situations and Trauma
- J.X. Tubes, Catheters, Lines and Collection Devices

**L. Radiation Biology:**

- L.I. Introduction
  - L.I.a. Molecular bonds
  - L.I.b. Review of cell biology
  - L.I.c. Types of ionizing radiation
  - L.I.d. Sources of medical radiation exposure
- L.II. Biophysical Events
- L.III. Radiation Effects
- L.IV. Radiosensitivity and Response

**M. Radiation Production and Characteristics:**

- M.I. Structure of the Atom
- M.II. Nature of Radiation
- M.III. X-Ray Production
- M.IV. Interaction of Photons with Matter

**N. Radiation Protection:**

- N.I. Introduction
  - N.I.a. Justification for radiation protection
  - N.I.b. Potential biologic damage potential of ionizing radiation
  - N.I.c. Objectives of a radiation protection program
  - N.I.d. Sources of radiation
  - N.I.e. Legal and ethical responsibilities
- N.II. Units, Detection and Measurement
- N.III. Surveys, Regulatory/Advisory Agencies and Regulations
- N.IV. Personnel Monitoring
- N.V. Application
- N.VI. Patient Protection

**O. Radiographic Pathology:**

- O.I. Definitions/Terminology
- O.II. Classifications (Definition, Examples, Sites, Complications, Prognosis)
- O.III. Causes of Disease (Process, Examples)
- O.IV. Radiologic Pathology (Definitions, Etiology, Examples, Sites, Complications, Prognosis, Radiographic Appearance, Procedural and Technique Considerations, Appropriate Imaging Modality)

**P. Radiographic Procedures:**

- P.I. Standard Terminology for Positioning and Projection
- P.II. General Considerations
- P.III. Patient Considerations
- P.IV. Positioning Considerations for Routine Radiographic Procedures
- P.V. Procedural Considerations for Contrast Studies

**R. Film-Screen Image Acquisition and Processing:**

- R.I. Image Appearance Standards
- R.II. Optical Density
- R.III. Contrast
- R.IV. Recorded Detail/Spatial Resolution
- R.V. Distortion
- R.VI. Exposure Latitude
- R.VII. Beam-limiting Devices
- R.VIII. Beam Filtration
- R.IX. Scattered and Secondary Radiation
- R.X. Control of Remnant Beam/Exit Beam
- R.XI. Exposure Factor Formulation
- R.XII. Exposure Factors
- R.XIII. Darkroom/Storage Environment
- R.XIV. Characteristics of Image Receptors
- R.XV. Image Receptor Holders and Intensifying Screens
- R.XVI. Automatic Processing
- R.XVII. Artifacts
- R.XVIII. Silver Recovery

<b>Course Configuration (Hours and Credits)</b>		
<b>Hours</b>	<b>Course Title</b>	<b>Credits</b>
48	Introduction to Radiography	3
48	Radiographic Imaging 1	3
48	Radiographic Imaging 2	3
80	Radiographic Procedures 1	5
48	Imaging Equipment Operation	3
48	Radiation Protection and Biology	3
16	Radiographic Pathology	1
96	Radiography Clinical	6
432	Total	27

## **Program Course Detail**

### **Introduction to Radiography**

**Credits**

3

**Course Description**

Introduces students to the role of radiography in health care. Students apply medical terminology, legal and ethical considerations to patient care and pharmacology in the radiologic sciences.

**Program Outcomes**

Practice radiation safety principles  
 Provide quality patient care  
 Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics  
 Apply critical thinking and problem solving skills in the practice of diagnostic radiography

### **Radiographic Imaging**

**Credits**

3

**Course Description**

Introduces radiography students to the process and components of analog imaging. Students determine the factors that affect image quality including contrast, density, detail, and distortion.

**Program Outcomes**

Carryout the production and evaluation of radiographic images  
 Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics  
 Apply critical thinking and problem solving skills in the practice of diagnostic radiography

### **Radiographic Imaging**

**Credits**

3

**Course Description**

Explores film processing components as well as the principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within analog and digital systems. Principles of digital system quality assurance and maintenance are presented.

**Program Outcomes**

Carryout the production and evaluation of radiographic images  
 Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics  
 Apply critical thinking and problem solving skills in the practice of diagnostic radiography

### **Radiographic Procedures 1**

**Credits**

5

**Course Description**

Prepares radiography students to perform routine radiologic procedures on

	various parts of the body including the upper body, hip, pelvis and ankle. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.
<b>Program Outcomes</b>	Carryout the production and evaluation of radiographic images Practice radiation safety principles
<b>Radiation Protection and Biology</b>	
<b>Credits</b>	3
<b>Course Description</b>	Prepares radiography students to protect themselves and others from exposure to radioactivity. Students examine the characteristics of radiation and how radiation affects cell biology. Students apply standards and guidelines for radiation exposure.
<b>Program Outcomes</b>	Practice radiation safety principles Provide quality patient care
<b>Radiographic Pathology</b>	
<b>Credits</b>	1
<b>Course Description</b>	Prepares radiography students to determine the basic radiographic manifestations of pathological conditions. Students classify trauma related to site, complications, and prognosis and locate the radiographic appearance of pathologies.
<b>Program Outcomes</b>	Carryout the production and evaluation of radiographic images Apply critical thinking and problem solving skills in the practice of diagnostic radiography Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
<b>Radiography Clinical</b>	
<b>Credits</b>	6
<b>Category</b>	Technical Studies
<b>Course Description</b>	This beginning level clinical course prepares radiography students to perform radiologic procedures on patients with extensive supervision and direction. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.
<b>Program Outcomes</b>	Carryout the production and evaluation of radiographic images Practice radiation safety principles Provide quality patient care Apply computer skills in the radiographic clinical setting Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics Apply critical thinking and problem solving skills in the practice of diagnostic radiography

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  Amy Booth, Credentialing Sandy Nowack, Legal Counsel		2) Date When Request Submitted:  April 4, 2012	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections: RADIOGRAPHY EXAMINING BOARD			
4) Meeting Date: April 17, 2012	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? LXMO Examinations With Failed Component Scopes	
7) Place Item in: <input type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  LXMO applicants for transitional licenses were required to take examinations. The examination for LXMO's requires passing of a "core" component and other component examinations that are limited to particular practice areas, e.g., chest, extremities or spine, or all of the above. The Board must decide whether an applicant who passes the core, but fails one or more site specific examination needs to take a complete course or may take a course that focuses solely on the area addressed by the failed examination.			
11) Authorization			
Signature of person making this request <i>Sandra Nowack</i>		Date 4/13/12	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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**State of Wisconsin  
Department of Regulation and Licensing**

**AGENDA REQUEST FORM**

Name and Title of Person Submitting the Request: Jill M. Remy, Program Manager		Date When Request Submitted: 3/30/2012
		Items will be considered late if submitted after 5 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before meeting for all other boards</li> </ul>
Name of Board, Committee, Council: Radiography Examining Board		
Board Meeting Date: 4/17/2012	Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How should the item be titled on the agenda page? Review of Cut Score for Limited Scope Exam
Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	Is an appearance before the Board being scheduled? If yes, by whom? <input type="checkbox"/> Yes by _____ (name) <input checked="" type="checkbox"/> No	Name of Case Advisor(s), if required:
Describe the issue and action the Board should address: Discuss issue of cut score requirement on the Limited Scope Examination for Limited X-ray Machine Operator licensure.  NOTE: On April 1, 2012, a score of 70 will be required to pass the Limited Scope Examination (by way of Board motion made at 2/22/2011 meeting).		
If this is a "Late Add" provide a justification utilizing the Agenda Request Policy:		
<b>Directions for including supporting documents:</b> <ol style="list-style-type: none"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Documents submitted to the agenda must be single-sided.</li> <li>3. Only copies of the original document will be accepted.</li> <li>4. Provide original documents needing Board Chairperson signature to the Bureau Director or Program Assistant prior to the start of a meeting.</li> </ol>		
<b>Authorization:</b>		
Jill M. Remy		3/30/2012
Signature of person making this request		Date
Supervisor signature (if required)		Date
Bureau Director signature (indicates approval to add late items to agenda)		Date

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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Sandy Nowack, Legal Counsel		<b>2) Date When Request Submitted:</b>  March 19, 2012 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b> Radiography Examining Board			
<b>4) Meeting Date:</b> April 17, 2012	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  CREDENTIALING: ARRT LXMO examination scores from other jurisdictions.	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b>  <input type="checkbox"/> Yes by _____ (name)  <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  The Board needs to discuss and decide whether, as a matter of policy, the Board will accept ARRT LXMO examination scores when the examination was taken in another jurisdiction, or whether the Board requires LXMO applicants to retake the examination specifically for Wisconsin purposes.  If the Board approves the acceptance of scores from other jurisdictions, sub-issues will include: a) For what period of time after a test-date will you accept an examination score? b) What proof will you require? c) Does it matter whether or not the other jurisdiction has the same prerequisites to the ARRT examination? d) Is the passing score in Wisconsin the same as it is in other jurisdictions?			
<b>11) Authorization</b>			
Signature of person making this request			Date
Supervisor (if required)			Date
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)			Date
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:		2) Date When Request Submitted:	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections: <b>Radiography Examining Board</b>			
4) Meeting Date: <b>March 21, 2012</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>April 17, 2012</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? (name) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  <b>Review and discuss correspondence received.</b>			
11) Authorization			
Signature of person making this request			Date
Supervisor (if required)			Date
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)			Date

**From:** Dr. Seter [<mailto:aseter@sensiahealthcare.com>]  
**Sent:** Wednesday, March 14, 2012 10:49 AM  
**To:** Booth, Amy M - DSPS  
**Cc:** Katie Jungers  
**Subject:** X-Ray Requirements

Dear Amy,

I believe you are a contact regarding the newly implemented x-ray requirements in the state of Wisconsin. I am writing to express to you my frustration and anger over these new standards. I own and operate 4 independent medical clinics in the Metro-Milwaukee area. We have several x-ray technicians. We also employ a number of medical assistants who have been trained in taking x-rays and have done so without incident for YEARS. The new standard prevents my medical assistants from taking x-rays without formal training and certification.

My concerns involve several issues. To begin with, I feel the standard was implemented by the x-ray community to protect and promote their own self interests. I doubt that any compelling reason has been presented documenting ANY harm to ANY individual by a medical assistant taking x-rays. I challenge the x-ray community to come up with OBJECTIVE information documenting the harm. My belief is that the x-ray community did not care about or consider the economic impact of such a standard on the medical providers. As a consequence of this standard, I was forced to hire an additional x-ray technician which has added directly to my overhead. We are also facing greater challenges with staffing the clinics due to this requirement. None of our x-ray techs or MAs are happy with this situation.

We have also looked into getting our MAs formally trained and certified. The process to do so is lengthy, cumbersome and NOT EVEN OFFERED in the state of Wisconsin. The entire standard is suspect regarding need, staffing, training and implementation.

Everyone complains about the high cost of healthcare. This standard added to that cost and increased the regulatory burden on medical providers. The standard should be rescinded immediately. The forces that implemented this standard should also be ashamed for so doing.

I am open to discussing my observations and concerns with any interested parties. I suspect that no one will reach out to me.

Dr. Seter

Andrew J. Seter, M.D.  
CEO/President, Sensia Healthcare  
414-489-3800  
[www.sensiahealthcare.com](http://www.sensiahealthcare.com)

*Sensia Healthcare, winner of the Wellness Councils of America 2009 Small Business Well Workplace Award.*

March 23, 2012

Radiology Examining Board  
State of Wisconsin  
PO Box 8935  
Madison, WI 53780

To Whom It May Concern:

With the onset of the new licensure requirement for Limited X-ray Machine Operator, it has become apparent that many rural clinics in Wisconsin are unable to perform x-rays on their patients. As of March 1<sup>st</sup>, these rural clinics will be forced to send hundreds of their patients to local hospitals (which in some cases could be up to 50 miles away) for their basic x-rays. X-ray procedures in these remotely located rural clinics are being performed by nurses, CMAs, and other Lab Professionals, who all possess many overlapping skills and are cross trained to perform a variety of different services to keep our small clinic running.. We now have personnel who are trained to perform x-rays, but are no longer allowed to perform them until they find a class which would qualify them to apply to take the LXMO permit exam.

We were not notified on a timely basis as to any appropriate refresher courses available to personnel needing to acquire this permit by March 1<sup>st</sup>, 2012. We learned only after the fact that there was a class offered in the Dells last fall. To my knowledge, there are no schools offering correspondence, on line, or week-end classes in the state of Wisconsin to aid these employees in becoming eligible to take the LXMO certification test.

I am a certified Medical Technologist, and have been performing x-rays for ten years at a rural clinic here in WI.. I recently passed the test and received my LXMO permit. I felt the test was designed for 2-4 yr. formally educated radiology technicians/technologists. If the permitting became necessary to promote and enforce radiation safety, perhaps a test designed and administered to address this would be more appropriate. Our personnel have reference material and procedure manuals available to aid in positioning, angles, and breathing. We understand that you feel regulation is necessary. However, it is of the utmost importance that we be notified in a timely fashion, and provided with the time and educational tools to comply with this requirement. No one on our staff was notified by AART or WSRT. We should have been notified long before our Medical Director got a small yellow post card in the mail during the summer of 2011....when the legislation was evidently enacted back in 2010!

I need your advice on how to get our staff licensed, first by finding a certified course in the State of Wisconsin which will qualify them to apply to take this difficult LXMO Exam.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Jan Chaffee MT(ASCP)". The signature is written in a cursive style with a large initial "J".

Jan Chaffee  
North Woods Community Health Center  
600 Shell Creek Road  
Minong, WI 54859

Phone 715-466-2201  
FAX 715-466-2205

E-mail: [jchaf@yahoo.com](mailto:jchaf@yahoo.com)

**State of Wisconsin  
Department of Safety and Professional Services**

**AGENDA REQUEST FORM**

<b>Name and Title of Person Submitting the Request:</b>  <i>Sandy Nowack Legal Counsel</i>		<b>Date When Request Submitted:</b> <i>April 4, 2012</i>	
		Items will be considered late if submitted after 5 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before meeting for all other boards</li> </ul>	
<b>Name of Board, Committee, Council:</b> <i>Radiography Examining Board</i>			
<b>Board Meeting Date:</b>  <i>April 17, 2012</i>	<b>Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>How should the item be titled on the agenda page?</b> <i>Consideration of Practice Question/Frequently Asked Question for Posting to DSPS Website.</i>	
<b>Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>Is an appearance before the Board being scheduled? If yes, by whom?</b>  <input checked="" type="checkbox"/> No	<b>Name of Case Advisor(s), if required:</b>  <i>N/A</i>	
<b>Describe the issue and action the Board should address:</b>  <p>Review of opinion with legal counsel and discussion as needed. Issue under consideration is whether a physician may delegate acts constituting radiography to unlicensed persons.</p>			
<b>If this is a "Late Add" provide a justification utilizing the Agenda Request Policy:</b>  <p>Agenda has not gone out yet.</p>			
<b>Directions for including supporting documents:</b> <ol style="list-style-type: none"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Documents submitted to the agenda must be single-sided.</li> <li>3. Only copies of the original document will be accepted.</li> <li>4. Provide original documents needing Board Chairperson signature to the Bureau Director or Program Assistant prior to the start of a meeting.</li> </ol>			
<i>Sandra L. Nowack</i>		<b>Authorization:</b> <i>April 4, 2012</i>	
<b>Signature of person making this request</b>		<b>Date</b>	
<b>Supervisor signature (if required)</b>		<b>Date</b>	
<b>Bureau Director signature (indicates approval to add late items to agenda)</b>		<b>Date</b>	



State of Wisconsin

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

**CORRESPONDENCE / MEMORANDUM**

**DATE:** March 30, 2012

**TO:** Radiography Examining Board

**FROM:** Sandy Nowack  
Board Legal Counsel

**RE:** Physician Delegation of Tasks Constituting the Practice of Radiography

**FAQ: What authority do physicians have to delegation of radiography tasks to unlicensed persons?**

**Short Answer:** Physicians may delegate any medical act to any person who the physician knows to be competent to perform the act undertaken. The physician must be competent to perform the act in question and assume responsibility for supervision of the delegated act. Patients must be informed that the person performing the act is not a physician and must take care not to present themselves as independently credentialed to perform the act. This is true even if the act in question also constitutes the practice of radiography.

Additionally, any unlicensed person may, in the presence of a licensed physician, assist a physician in the performance of any medical act.

**Explanation:** Wisconsin Stat. § 462.02(2)(a) specifically exempts physicians from licensure when performing acts constituting the practice of radiography:

[Subsection 462.02(1)(a), which requires licensure for the practice of radiography] does not apply to any of the following:

- (a) A physician.

The practice of radiography is defined at Wis. Stat. § 462.0(5) as follows:

the imaging of anatomical structures, produced by the combined application of X-rays to the human body and the application of knowledge in the fields of anatomy, radiographic positioning, and radiographic technique, and knowledge of principles of radiation protection, for the purpose of medical diagnosis except that "practice of radiography" does not include bone densitometry.

A license to practice medicine and surgery authorizes physicians to diagnose the patient conditions by any means or instrumentality. Section 448.01(9) defines the practice of medicine and surgery as follows:

*(a) To examine into the fact, condition or cause of human health or disease, or to treat, operate, prescribe or advise for the same, by any means or instrumentality.*

*(b) To apply principles or techniques of medical sciences in the diagnosis or prevention of any of the conditions described in par. (a) and in sub. (2).*

*(c) To penetrate, pierce or sever the tissues of a human being.*

*(d) To offer, undertake, attempt or do or hold oneself out in any manner as able to do any of the acts described in this subsection.*

The practice of radiography includes use of x-rays for medical diagnosis. Therefore, licensed physicians may perform acts constituting the practice of radiography under the physician's license to practice medicine and surgery.

A licensed physician may delegate acts constituting the practice of medicine and surgery to unlicensed persons. Wisconsin Stat. § 448.03(2)(e) says that a license to practice medicine and surgery is not required for anyone performing medical acts delegated by a physician. It states:

[A license to practice medicine is not required of] any person other than a physician assistant who is providing patient services as directed, supervised and inspected by a physician who has the power to direct, decide and oversee the implementation of the patient services performed.

While § 462.02(2)(a) does not specifically authorize physicians to delegate medical acts constituting both radiography and the practice of medicine and surgery, neither does § 462.02(2)(a) divest physicians of their authority to delegate medical acts under § 448.03(2)(e).

Therefore, physicians who are competent to perform acts constituting radiography may delegate those acts to unlicensed persons. The physician must be competent to do the act under the physician's supervision. Through principals of agency, the physician assumes responsibility for the delegation and for supervision of the delegated act. The physician must insure that the delegate is competent to perform the act and that the level of supervision is such that the quality of patient care is not compromised.

It is misconduct for physicians to aid and abet the unlicensed practice of medicine by failing to tell patients that the delegate is not a physician and that the delegate is acting under the physician's supervision. See Wis. Stat. Admin Code § MED 10.02(t). Therefore, physicians need to insure that patients are appropriately informed that a non-physician delegate is performing the medical act under the direction, supervision and inspection of a qualified physician. This aspect of informed consent should be documented within the medical record.

In addition to delegation by a physician, an unlicensed person may perform acts constituting the practice of radiography if the person is assisting a physician. See Wis. Stat. § 448.03(2)(k). Generally, exemption from licensure under this provision will require the physician's presence when the act is undertaken.

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