

# MINUTES

## UTAH HEALTH FACILITY ADMINISTRATOR LICENSING BOARD Meeting

February 26<sup>th</sup>, 2013  
Room 475 (fourth floor) - 9:00 a.m.  
Heber M. Wells Building  
Salt Lake City, Utah

**CONVENED: 9: 14 a.m.**

**ADJOURNED: 9:55 a.m.**

**Bureau Manager:**

Sally A. Stewart

**Board Secretary:**

Sally Canavan

**Board Members Present:**

Dave Murray, Chairperson  
Jeanie Pettit  
John H. Williams

**Board Members Absent:**

John A Stephenson, IV - Absent  
Bryan Erickson - Excused

**Oath of Office**

Ms. Stewart administered the Oath of office to Mr. John Williams.

**Guests:**

None

**DOPL Staff Present:**

Debra Troxel, Compliance Specialist

**ADMINISTRATIVE BUSINESS:**  
**MINUTES:**

### **DECISIONS AND RECOMMENDATIONS**

The Board reviewed the minutes for the February 28th, 2012 Board meeting. Ms. Pettit made a motion, seconded by Mr. Williams, to accept the minutes as written. The vote was unanimous.

**COMPLIANCE REPORT:**

Ms. Troxel reviewed the probationer being interviewed today.

**PROBATION INTERVIEW:**

**Cindy Lee Peterson (Telephone Interview)**

Conference phone was not working. Ms. Stewart used her cell phone on speaker for Mr. Murray to interview Ms. Peterson. The Board noted she is on probation until October of 2014. She stated her monthly employment reports were in, she was required to get six hours of continuing education and got 12 hours by last July. She is keeping up on her license and still working the same place. She stated regarding the drugs for the patients, that they are mostly by mail order but the facility has two pharmacies as back-up and they can go to Walmart. It is 40 miles away but it is open later hours. The facility has a policy in place to turn any expired or left-over drugs to the Police

**Cindy Lee Peterson** (Telephone Interview continued)

department. She stated she gets a receipt from them for the number of pills submitted. The Board stated that agreed with their reports. The Board noted they only meet twice during the year. They will send her information at the approximate time before the next Board meeting and to expect the compliance specialist, Ms Troxel to check in with her periodically. The Board noted Ms. Peterson shared her experience with the Board of Directors of the Utah Health Care Association and taught others how to dispose of extra or old drugs properly. The Board noted she had gone above and beyond what was required of her.

### **Compliant**

### **DISCUSSION ITEMS:**

#### **NAB Score Correlate with Successes**

The Division distributed two handouts received from the NAB. The NAB had two handouts: one was an announcement relating to A Study Concludes that NAB Scores Correlate with Successes of Long Term Care Administrators and 5-Star ratings. The other announcement was the NAB Launch of Professional Practice Analysis. The Board noted the handouts were mostly just informational.

#### **Online Colleges**

There is more online education being offered. Some of them are offering Bachelors degrees. The Board discussed that their licensing act has not been opened for quite some time. It was last opened May of 2011. This would be verbiage or definition correction that needs to be made referenced in Section 58-15-2. The Board could consider making those changes next time the act is opened. The Board discussed what work experience counts towards licensure. Currently schooling has to be accredited by the U.S. Department of Education. There is an accrediting agency for the distance learning program; it is specifically what they accredit. It should be noted that Division does not approve schools. The Division noted it will be re-designing the application. It was also noted the CE audit letters for the Health Facility Administrators have already been mailed out and the renewal date for licenses is May 31 of the odd year.

**ADJOURN: 9:55 a.m.**

(no motion required)

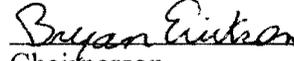
*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

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02/25/14

Date Approved

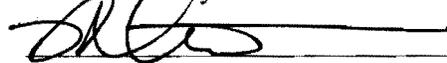
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02/25/2014/

Date Approved



Chairperson

Health Facility Administrator Licensing Board



Bureau Manager

Division of Occupational and Professional Licensing