

Message from the Chair



WASHINGTON
**Medical
Commission**
Licensing. Accountability. Leadership.

Commissioner Qualifications and Code of Conduct

John Maldon

There have been examples of prospective Washington Medical Commissioners not realizing or not fully understanding what is involved in becoming a Commissioner on the WMC. An interested party should first learn the role and the general work of the WMC when considering submission of an application. No matter how well a prospective applicant is experienced in their career field, there is a steep learning curve when becoming a Commissioner on the WMC.

Individuals interested in becoming a Commissioner on the WMC should first do a self-assessment of the reasons why they are interested in becoming Commissioner, do a review of their qualifications as they relate to the role of a Medical Commissioner, assess the time commitment to be a Commissioner, be an effective communicator, be willing to work in a collaborative environment, demonstrate flexibility, educate their colleagues in areas of their expertise and be willing to be educated beyond current expertise.

Nothing in this article is meant to deter anyone away from becoming a Washington Medical Commissioner. The intent of this composition is meant to inform applicants of the role, responsibilities and conduct norms of being a Commissioner - to be certain an applicant has a continuing interest in being a Commissioner.

There are certain qualities identified by experts for a Board or Commission to be effective and I believe are expected by constituents and the public. The Board or Commission should be generally known for integrity, objectivity, accountability, honesty and leadership.

There also essential qualities of effective Board or Commission members. They are dedicated and committed, able to lead and influence others, be straight forward and impartial, knowledgeable, have a strong desire to learn, values and uses discretion and confidentiality, looks forward to serving on committees and workgroups and is always prepared in advance of meetings.

Effective Board and Commission members have a required mindset that understands they lead not manage, have a willingness to engage with colleagues, provide strategic support, understand meeting content and if not ask questions in order to be fully informed, work collaboratively as a team, challenge appropriately but get on board and support consensus decisions and never disparage the Board or Commission in public.

The WMC maintains a Commissioner Code of Conduct Policy that is periodically reviewed and updated by the Executive Committee. The policy contains many of the above criteria for effective Board or Commissioner members. The detail of the WMC's interpretation of the general principles of appropriate conduct is important to be repeated for clarity of specific expectations of members of the WMC. The policy covers general characteristics, ethics and business meeting conduct.

Commission members will:

- Demonstrate decorum, honesty, integrity, professionalism and ethical behavior in all aspects of their duties and in their relations with fellow Commission members, staff, service providers and other constituents;
- Abide by all policies and decisions of the Commission;
- Refer to policies and decisions of the Commission in a respectful manner with external parties;
- Participate in case reviews and other activities as required to include conference calls, formal hearings and special committees on a regular basis.

"The Commission should be generally known for integrity, objectivity, accountability, honesty and leadership."

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Ethics: In addition to the requirements under RCW 42. 52, Ethics in Public Service, Commissioners will;

- Make fair and objective decisions;
- Strictly maintain confidentiality;
- Avoid improper ex parte contacts;
- Recuse themselves and proactively disclose when there is a real or potential conflict of interest, or an appearance of such conflict;
- Protect the integrity of those who appear before the Commission;
- Support the decisions of the Commission in public.

Meeting Conduct: When participating in a Commission meeting, Commissioners will;

- Actively prepare for each meeting by thoroughly reviewing all meeting materials in advance;
- Attend and participate in all scheduled meetings unless excused. If a Commissioner misses more than two meetings in a row or more than two in a year, discussion with the Chair will be undertaken to evaluate the ability of the Commissioner to serve as a full-time member;
- Complete written case reviews on the Assessment Form in a timely manner and be prepared to present cases at scheduled meetings.

Physicians, Physician Associates and public members who are aligned with above criteria are encouraged to apply to be Commissioners. The WMC [web site](#) is an excellent source of information for those interested in learning more about the Commission.



Electronic Prescribing and PMP-EHR Integration Mandate

Electronic Prescribing Waiver Attestation Form

Washington State law mandates all health care practitioners communicate prescriptions and prescription refills for Schedule II-V controlled substances to the pharmacy electronically.

The law also allows the department to grant practitioners a waiver from complying with the mandate under certain circumstances. Any practitioner meeting one of the below qualifications for a waiver may receive one. Waivers will be granted upon submission of [an attestation form](#).

Attestations last for one year and may be renewed two (2) times for a total of three (3) waivers, except in the case of other exceptional circumstance waivers. Other exceptional circumstance waivers may be submitted an unlimited number of times.

Please note: Waivers are valid for one calendar year. Beginning in December each year you may submit a waiver for the following year. Waivers submitted part way through the year are valid for that calendar year and will not be prorated. [Submit your attestation form](#).

More Information and waiver attestation forms for the e-prescribing mandate and PMP-EHR integration mandate can be found [here](#)

EHR/PMP Integration Waiver Attestation Form

Washington State law requires all facilities, entities, offices, or provider groups with ten(10) or more prescribers using a federally certified electronic health records (EHR) system to demonstrate that EHR system is able to fully integrate data to and from the prescription monitoring program using a mechanism approved by the Department of Health.

The department may issue a waiver of this requirement to any facility, entity, office, or provider group that meets one of the qualifications for a waiver. Waivers will be granted upon submission of an [attestation form](#).

Attestations last for one year and may be renewed two (2) times for a total of three (3) waivers, except in the case of other exceptional circumstance waivers. Other exceptional circumstance waivers may be submitted an unlimited number of times.

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Please contact the [PMP Program](#) if you have any questions or if you need assistance.