

Pro Tem Commissioner Appointments

Background

The Washington Medical Commission (Commission) is committed to protecting the health and safety of the citizens of Washington. According to [RCW 18.71.015](#), the Commission has the authority to request that the Department of Health Secretary (Secretary) or their designee appoint Pro Tem Commissioners as needed to manage the Commission's workload.

Procedure

The Executive Director has been delegated the authority by the Secretary to appoint Pro Tem Commissioners. Appointments are made for one year, and an appointee can serve four consecutive one year terms. The Executive Director, in coordination with the Program Manager, will oversee this process.

Pro-tem candidates must meet the same minimum qualifications as governor appointed members. Each candidate must complete and submit the governor's application and provide a current CV.

The Program Manager will review the candidate's application packets for statutory requirements, check the database regarding their current licensure status, and review any current or past disciplinary actions. The Program manager will consult with the Executive Director regarding needed specialties.

The Commission's Executive Committee will review Pro tem applications prior to appointment and provide comments, if applicable, to the Program Manager.

Upon approval, the Program Manager will process appointment papers for each approved pro tem candidate. Completion of an orientation will take place prior to the Pro Tem Commissioner being assigned cases for review, unless the Pro Tem Commissioner has previously served as a governor-appointed Commissioner.

Pro Tem Commissioners will be compensated for their time and expenses as follows:

- **Case Management Team (CMT) participation.** Time spent reviewing the CMT packet and time participating on the CMT call.
- **Formal hearing panels.** Time spent reviewing files, sitting on the panel and participating in the drafting of the final order and all travel expenses.
- **Case reviews and case presentations.** Upon appointment by the Executive Director and completion of the orientation, if required, the pro tem will be assigned cases for review and presentation to a case review panel. Pro Tem Commissioners may present their cases in person

during Commission case review panels or via phone. Pro Tem Commissioners will be paid for time participating in the case review process, including travel and per diem at State rates.

- **Personal appearances.** Pro Tem Commissioners are encouraged to participate in personal appearances (compliance appearances) for their cases. Pro Tem Commissioners will be paid for the time expended during the personal appearance.

Pro Tem Commissioners will have all the powers, duties, and immunities of a Governor-appointed Commissioner and will be entitled to the same benefits, including travel expenses, per diem, and Commissioner pay, when acting at the request of the Commission.

Pro Tem Commissioners are always welcome to attend the Commission's business meeting. However, as set forth in the Commission Bylaws, Pro Tem Commissioners cannot vote on Commission business.

Date of Adoption: June 25, 2024

Revised: June 25, 2024