

Equity Advisory Committee: Work Plan



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

Purpose

This work plan outlines the goals of the Health Equity Advisory Committee. The plan outlines the policies and procedures to be reviewed on a monthly basis, system for providing feedback and making recommendations to the policy committee.

Goal 1: Appoint a Diverse Set of Pro-Tem Commissioners to Serve on Committee

Timeframe: Completed by October 2020

Contact stakeholders serve as volunteers for the purposes outlined in the charter. If the person listed is not available or cannot participate, request that they make a recommendation or designate a proxy.

Goal 2: Complete Kick-off Meeting

Timeframe: Completed by the end of November

Initial meeting with the members of the committee to discuss: Goals, timeframes and set a reoccurring monthly meeting to review procedures.

Goal 3: Schedule Reoccurring Review Meetings

Timeframe: December 2020 – December 2021

The schedule has been created with similar topics to be reviewed at the same meeting. This is to encourage subject matter experts to weigh in on the topic in an efficient manner and so that the discussions at the meeting with follow a similar theme.

Draft schedule:

Month	Materials to Review
October 28 th 2020	<ul style="list-style-type: none">• Sexual Misconduct Guideline• Sexual Misconduct and Abuse: WAC 246-919-630• Sexual Misconduct Rule Clarification – Gloves• Sexual Misconduct Analysis Review Team
November 30 th 2020	<ul style="list-style-type: none">• Medical Professionalism• Practitioners Exhibiting Disruptive Behavior• Professionalism and Electronic Media• Practitioner Competence
December 29 th 2020	<ul style="list-style-type: none">• Renewal and CME Requirements WAC 246-919-421 through 246-919-480• Continuing Medical Education Requirement for Physicians with Retired Active Licenses• Elective Educational Rotations• Applicants who have not practiced for a period of time
March 23 rd 2021	<ul style="list-style-type: none">• Death Certificate• Medical Records: Documentation, Access, Retention, Storage, Disposal, and Closing a Practice• Reentry to Practice

	<ul style="list-style-type: none"> • Reentry to Practice for Suspended Licensees
June 16 th 2021	<ul style="list-style-type: none"> • Delegation and the use of Laser • Laser, Light, Radiofrequency, Plasma Device: WAC 246-919-605 • Delegation of Decision-Making Authority to Health Law Judges • Personal Appearance • Nonsurgical Cosmetic Procedures: WAC 246-919-606 • Office Based Surgery: WAC 246-919-601 • Overlapping and Simultaneous Elective Surgeries • Communicating Test Results to Patients • Transmission of Time Critical Information • Self-Treatment or Treatment of Immediate Family Members • Treating Partners of Patients with STDs
September 15 th 2021	<ul style="list-style-type: none"> • Telemedicine • Telemedicine and Continuity of Care • Policy Development • Applications and Examinations WAC 246-919-300 through 246-919-396 • Physician Assistants Ordering Restraint and Seclusion • Physician Assistants' Use of DEA Waiver for Buprenorphine • Ownership of Clinics by Physician Assistants • Pain Management: WAC 246-919-850 • Opioid Prescribing & Monitoring for Allopathic Physicians and Physician Assistants • Opioid Prescribing & Monitoring for Patients • Exempting Patients in Nursing Homes and Long-Term Acute Care Hospitals from the Opioid Prescribing Rules. • Approved Pain Management Specialist Entities
November 16 th 2021	<ul style="list-style-type: none"> • Medical Marijuana Authorization Guidelines • A Collaborative Approach to Reducing Medical Error and Enhancing Patient Safety • Complainant Request for Reconsideration - Closed Cases • Impact Statement • Newsletter Review • Processing Complaints Against Licensees Enrolled in the WPHP • Processing Complaints Against Medical Students, Resident, and Fellows • Whistleblower Protection • Adjudicative Procedures WAC 246-919-520

Goal 4: Complete Monthly Meetings

Timeframe: Reoccurring Monthly until December 2021

Prior to the meeting:

Committee staff will put materials on the WMC website for review by the committee members and the public. Committee members will review the materials and complete [the policy feedback form](#). The public will be able leave comments on the website.

Committee staff will compile the comments submitted by the public and provide them to the committee for review. In an effort to make the virtual monthly meeting as efficient as possible, the committee member will be able to indicate if the policy/procedure needs to be discussed with the larger group. Policies that do not require an in-person discussion will be placed on a "consent agenda" and approved by the committee.

During the meeting:

Policies can be pulled from the 'consent agenda' if further discussion is needed. Policies that were specified on the

feedback form as needing discussion will be indicated on the agenda. Staff will document recommendations from the committee.

Goal 5: Make Recommendations to the Policy Committee

Timeframe: As needed/Ongoing

Committee chair will be responsible for presenting the findings and recommendations to the WMC policy committee in a standing agenda item. If the committee chair is unavailable, a staff member will present on their behalf. All committee members are encouraged to attend the meeting and be available to answer any clarifying questions.

Goal 6: Ad-hoc workgroups for further review

Timeframe: As needed/Ongoing

There may be policies that require additional wordsmithing and research outside of the monthly discussion. The Committee chair, at their own discretion, or the discretion of the WMC policy committee will call for volunteers to meet outside of the monthly meeting to provide in depth research and recommendations to the group.

Committee member policy feedback form

1. Reviewer Name
2. Procedure uses clear, concise language (Y/N)
3. Procedure activities/events are explained in sufficient detail (Y/N)
4. Procedure steps are sufficiently inclusive (i.e., no major gaps or omissions) (Y/N)
5. Procedure has customer focus (Y/N)
6. Procedure demonstrates respect for people (Y/N)
7. Please approve or deny
 - a. Approve – no concerns/comments/questions
 - b. Approve – with technical or content changes as indicated in next section (jump to Q11)
 - c. Discuss at next business meeting (jump to Q9)
 - d. Do not approve (jump to Q10)
8. Discuss at the next committee meeting for:
 - a. Content issues
 - b. Does not appear to promote health equity
 - c. Other__
9. I do not approve this process for the following reasons (open text)
10. Please provide your comments, concerns and questions to be addressed

Thank you!

[Formatted Survey Draft](#)