



## MEDICAL BOARD OF CALIFORNIA Licensing Program



### LICENSING COMMITTEE

Embassy Suites – San Francisco Airport  
Mendocino / Burlingame Room  
150 Anza Blvd.  
Burlingame, CA 94010

January 27, 2011

### MINUTES

#### Agenda Item 1 Call to Order / Roll Call

Dr. Salomonson called the Licensing Committee meeting to order on January 27, 2011 at 8:33 a.m.  
Ms. Humphreys called the roll and a quorum was present.

#### Members Present:

Janet Salomonson, M.D., Chair  
Jorge Carreon, M.D.  
Eric Esrailian, M.D.  
Gerrie Schipske, R.N.P., J.D.

#### Staff Present:

Janie Cordray, Research Specialist  
Kurt Heppler, Legal Counsel  
Breanne Humphreys, Licensing Manager  
Letitia Robinson, Licensing Manager  
Curt Worden, Chief of Licensing  
Teri Hunley, Business Services Manager  
Ross Locke, Business Services Office  
Armando Melendez, Business Services Office  
Anita Scuri, Supervising Legal Counsel  
Jennifer Simoes, Chief of Legislation  
Cheryl Thompson, Executive Assistant  
Renee Threadgill, Chief of Enforcement  
Linda Whitney, Executive Director  
Barbara Yaroslavsky, Board President  
Dean Grafilo, CMA  
Cynthia Holden, AUC  
Dan Lealox, AUC  
J.D. Fellnet, CPK  
Rehan Sheikh

## **Agenda Item 2 Public Comments on Items Not on the Agenda**

Dr. Salomonson asked for public comments on items not on the agenda. As there were no public comments Dr. Salomonson moved to Agenda Item 3.

## **Agenda Item 3 Approval of Minutes from the November 4, 2010 Meeting**

Ms. Scuri made a correction to the minutes. Page 6, Agenda Item 6, Update on Proposed Alternatives to traditional US and IMG Medical Education, the M/S/C was to direct staff to set up an interested parties meeting with a member from the Acces to Care Committee and Licensing Committee to work on this issue. Dr. Diego volunteered to assist.

It was M/S/C to approve minutes as corrected.

## **Agenda Item 4 Update on Application Processing Times for Physician and Surgeon Applications**

Mr. Worden referenced the report ending January 8, 2011 (Agenda Item 4). The review of new US/Can applications is at 30 days and pending mail is within seven calendar days. New IMG application reviews are at 37 days and pending mail is within seven calendar days. Mr. Worden commended the staff for the great job in maintaining the workload

## **Agenda Item 5 Update on the Business Process Reengineering (BPR) Primary Recommendations**

Mr. Worden said staff is currently working on the five BPR recommendations while maintaining application review dates.

### **A. Revision of Physician and Surgeon Application and Streamlining Process**

Ms. Robinson reported that the Application Revision Committee has held two meetings. The committee has proposed three new addendum forms: Birthmonth Licensure Request, Applicant Address Cahnge Request and a Statement of Professional Activities.

Question #23, criminal history, question #24, pending criminal action, and question #25, sex offender registration were reviewed. Currently these questions are on separate pages and are often answered incorrectly or skipped. It is proposed that these questions be placed together on one page.

Also proposed is that Question #23 be made a two-part question clarifying what type of criminal history must be disclosed and that any matters adjudicated through the juvenile system should not be disclosed.

### **B. Web Site Related to Applications**

Ms. Robinson reported that the MBC Web Site "Applicants" tab will be updated when there are changes to the application.

### **C. Study of Postgraduate Training Authorization Letter (PTAL) Process**

Ms. Robinson stated that as the Application Revision Committee works on a new application, it will also determine if there is a need to have a separate PTAL application.

### **D. Implementation of New Management Report**

Ms. Humphreys stated that the board's allied health program, Research Psychoanalysts, Registered Dispensing Opticians, Spectacle Lens and Contact Lens, have no automated reports. Data collection and analysis has been performed using spreadsheets where there has been difficulty extracting accurate data. Data entry is now through the software program, Access. Once the date parameters are entered, the nine data elements required by DCA are extracted.

### **E. Revision of the Policy and Procedure Manual**

Ms. Humphreys reported that three chapters have been distributed to staff and three chapters are in the approval process. The fingerprint process has been analyzed, streamlined, and all staff trained.

**Agenda Item 6      Agenda Items for May 5-6, 2011 Meeting in Los Angeles**

None provided.

**Agenda Item 8:      Adjournment**

The meeting adjourned at 8:45 a.m.