

**South Carolina Board of Long Term Health Care Administrators
11:00 am., July 25, 2011
Synergy Business Park
Kingstree Building
110 Centerview Drive, Conference Room 201
Columbia, South Carolina**

**Conference Call
MINUTES**

Call to Order

David Buckshorn Chairman, of Greenwood, called the conference call to order of the Board of Long Term Health Care Administrators at 11:10 a.m. Other members present for the conference call included: Nikki Robertson of Columbia.

Staff members participating in the conference call included: Lee Ann Bundrick, RPh, Administrator and Stephanie Calhoun, Administrative Assistant.

Ms. Bundrick announced that this meeting was held in accordance with Section 30-4-80 of the S.C. Freedom of Information Act by notice mailed to The State Newspaper, Associated Press, WIS-TV and all other requesting persons, organizations or news media. In addition, notice was posted on the bulletin boards at the main entrance of the Kingstree Building.

National and State Exam Policy

Stephanie Calhoun gave a summary of the policy that allows the NHA and CRCF national exams to expire within five years of the examination date before the administrator has to retake the exam. She mentioned that there is not an expiration date for the state exam. It has been years since the state exam questions have been reviewed and revised to reflect regulation changes been made by Department of Health and Environmental Control concerning regulations 61-84, community residential care facilities and regulations 61-17, nursing home facilities.

Nikki Robertson suggested that we refer this to the exam committee requesting review and update of current questions before we proceed with a timeframe for the exams. Lee Ann Bundrick mentioned that the National Association of Boards of Pharmacy (NABP) requires the South Carolina Board of Pharmacy to update test questions annually. She suggested that we check with the National Association of Boards of Long Term Health Care Administrators to see how many questions there are in the test bank and what is the process for reviewing and updating those questions?

Motion

Nikki Robertson made a motion that the committee defer discussion regarding the State exam expiration date until the exam committee reviews and updates exam questions to reflect current laws. David Buckshorn seconded the motion.

CE Audits and Lapsed Licenses

Stephanie Calhoun led the discussion on CE audits and lapsed licenses. CE audit are given within two months after the June 31st deadline. Guidelines need to be determined for disciplinary action for those individuals who fail the audit. Administrators are required to obtain CE before renewing their license annually. If they answer "yes" to the question, have you obtained the Board approved CE hours and fail the audit, then the administrator will be in violation of 93-

200(A). This regulation states that each applicant for renewal of a license shall present evidence of having earned the required number of hours of continuing education as defined in 93-50(G). Also they will be in violation of section 40-1-110(1)(a), which states used a false, fraudulent, or forged statement or document or committed a fraudulent, deceitful, or dishonest act or omitted a material fact in obtaining licensure under this article.

Lee Ann Bundrick stated that the Board of Pharmacy set parameters for Pharmacist and Pharmacy Technicians who fail the CE audit. After further discussion, the committee came up with parameters for CE audit failure.

Motion

Nikki Robertson made a motion that the administrator be sent a Cease and Desist order along with a Consent Agreement which states a fine of \$250 be paid within in 30 days from date of the agreement, to obtain the required CE hours from previous years within 3 months excluding CE hours from current year and sign a pre-licensing agreement. If not completed, the license will be administratively suspended. David Buckshorn seconded the motion.

The conference call adjourned at 11:50 am.