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ARIZONA REGULATORY BOARD OF PHYSICIAN ASSISTANTS

SUBSTANTIVE POLICY STATEMENT #2

DUTIES OF THE EXECUTIVE DIRECTOR

At its meeting on February 25, 2015 the Arizona Regulatory Board of Physician Assistants (“Board”) voted to delegate certain functions to the Executive Director related to: dismissal of complaints and closure of cases, referral of cases to Formal Interview and Formal Hearing, entering into interim consent agreements, granting uncontested requests for licensure inactivation and cancellation as well as denying applications for applicants who do not meet the requirements for initial licensure.

The Board delegates functions to the Executive Director as follows:

Dismissal of Complaint

- A.** The executive director, with concurrence of the investigative staff, shall dismiss a complaint if review shows the complaint is without merit and dismissal is appropriate.
- B.** The executive director shall provide to the Board at each regularly scheduled Board meeting a list of physician assistants about whom complaints were dismissed since the preceding Board meeting.

Referral to Formal Hearing

- A.** The executive director may refer a case directly to a formal hearing if the investigative staff, medical consultant, and lead Board member concur after review of the physician assistant’s case that a formal hearing is appropriate.
- B.** The executive director shall provide to the Board at each regularly scheduled Board meeting a list of the physician assistants whose cases were referred to formal hearing since the preceding Board meeting and whether the case was referred because it involves revocation, suspension, out- of-state disciplinary action, or complexity.

Non-Disciplinary Consent Agreement

The executive director may enter into a consent agreement under A.R.S. § 32-2505(C)(23) with a physician assistant to limit the physician assistant's practice or rehabilitate the physician assistant if there is evidence that the physician assistant is mentally or physically unable to engage in the practice of medicine safely and the investigative staff, medical consultant, and lead Board member concur after review of the case that a consent agreement is appropriate.

Request for Inactive Status and License Cancellation

- A.** If a physician assistant requests inactive status or license cancellation and meets the requirements of A.R.S. §§ 32-2525 or 32-2528 and is not participating in the program defined under A.R.S. § 32-2552(E), the executive director shall grant the request.
- B.** The executive director shall provide to the Board at each regularly scheduled Board meeting a list of the individuals granted inactive or cancelled license status since the preceding Board meeting.

Referral to Formal Interview

The executive director shall refer a case to a formal interview on a future Board meeting agenda if the medical consultant, in cases involving quality of care, and the investigative staff and lead Board member concur after review of the case that a formal interview is appropriate.

Denial of License

- A.** The executive director shall deny a license to an applicant if the executive director, in consultation with the investigative staff and medical consultant concur after reviewing the application, that the applicant does not meet the statutory requirements for licensure.
- B.** The executive director shall provide to the Board at each regularly scheduled Board meeting a list of the physician assistants whose applications were denied since the preceding Board meeting.