

**ARIZONA REGULATORY BOARD OF PHYSICIAN ASSISTANTS
9545 East Doubletree Ranch Road, Scottsdale, Arizona 85258**

**NOTICE OF AGENCY
SUBSTANTIVE POLICY STATEMENT #1**

1. Title of the guidance document or subject of the substantive policy statement and the guidance document number or substantive policy number by which the document or policy statement is referenced:

Deadline for Submission of Materials Prior to a Board Meeting (SPS #1)

2. Date of the application of the guidance documents or the date the substantive policy statement was issued and the effective date of the document or policy statement if different from the publication or issuance date:

November 2006.

3. Summary of the contents of the guidance document or the substantive policy statement:

Sets a deadline for submission of additional materials for Board consideration of three weeks prior to a Board meeting.

4. A statement as to whether the guidance document or substantive policy statement is a new document or statement, or a revision:

New Document

5. The name, address and telephone number of the person to whom questions and comments about the guidance document or substantive policy statement may be directed:

**Rules Writer/Policy Analyst
Arizona Regulatory Board of Physician Assistants
9545 East Doubletree Ranch Road
Scottsdale, Arizona 85258
(480) 551-2700**

6. Information about where a person may obtain a copy of the guidance document or the substantive policy statement and the costs for obtaining the document or policy statement:

Copies of all guidance documents and substantive policy statements referenced are available from the Arizona Regulatory Board of Physician Assistants through its web site at www.azpa.gov or by phoning, writing or visiting the Arizona Regulatory Board of Physician Assistants at the address given above. A nominal fee may be charged for photocopies.

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedures act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes section 41-1033 for a review of the statement.

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SUBSTANTIVE POLICY STATEMENT #1**

Deadline for Submission of Materials Prior to a Board Meeting

The Arizona Regulatory Board of Physician Assistants (Board) notifies licensees that their matters will be appearing on a Board agenda well in advance of the scheduled Board meeting. In cases regarding pending investigations licensees are given multiple opportunities throughout the entire investigation to submit materials to the Board. However, the Board is flooded with large amounts of additional information within hours of the Board meeting. The late submission of this material makes it difficult for the Board to give it due consideration and often prevents Board Staff, including medical consultants, from opining on the material. To prevent the submission of late materials Board Staff will not accept materials submitted less than three weeks prior to a Board Meeting. A physician assistant may file a Motion for Good Cause highlighting the importance of any materials the physician assistant wishes to submit after this deadline and how the material may change the Board's analysis of the matter and why the material was not previously submitted. Failure to timely retain legal counsel is not good cause for late submission of materials.