

MEMORANDUM

DATE	May 9, 2022
TO	Physician Assistant Board
FROM	Rozana Khan, Executive Officer
SUBJECT	Agenda Item 6. Executive Officer's Report

A. **Office Operations**

The Board is managing ongoing teleworking for staff while continuing to balance office operations. Earlier this year the Department of General Services released its Statewide Telework Policy. Since then, office staff have completed updated agreements.

B. **Electronic Newsletter**

On April 18, 2022, the Board issued its first edition of the Physician Assistant Board Insider electronic newsletter. The current edition (attachment 1) and future editions can be found on the Board's website and social media accounts. The newsletter is another essential continuing outreach effort to provide important information and Board updates to the applicants, licensees, and consumers, while bringing more awareness to online services offered by the Board. I would like to recognize staff member Jasmine Dhillon for collaborating with the DCA Office of Publications, Design and Editing to create such an impressive newsletter.

C. **Outreach**

On February 26, 2022, Board staff had the pleasure of attending the California Academy of PAs (CAPA) conference in Napa. Staff was available to answer licensee and student questions and also disseminated Laws & Regulations booklets relating to the practice of physician assistants. We look forward to conducting more outreach events throughout the year to further the Board's strategic goal of informing consumers, licensees, applicants, and other stakeholders about the practice and regulation of the physician assistant profession in an accurate, accessible manner.

The Board has also created a School Presentation Application (attachment 2) which is a fillable PDF available on the Board's website. This application furthers the Board's outreach attempts as it is a method for California schools to express interest in a presentation from our Board.

D. **Information Technology**

Board staff continues to work with DCA's Office of Public Affairs to develop an instructional video to assist applicants with licensure. This video will provide instructions on how to submit an initial application in an effort to reduce any confusion with the application process. Once the instructional video is produced and finalized, it will be posted to the Board's website and shared on the Board's social media accounts.

The review and redesign of the Board's website to upgrade to the latest template continues to move forward. On April 27, 2022, the website redesign progress was shared with Board members

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and staff. The new website will include increased functionality, streamline the information presented and make it more user-friendly.

The Board continues to utilize its subscriber alert system, social media accounts and website to maximize outreach and serve as the primary communication tools for licensees and members of the public.

Attachments:

1. Spring 2022 INSIDER Newsletter
2. School Presentation Application

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INSIDER



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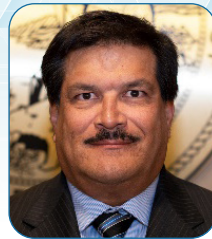
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President's Message



As our COVID-19 challenges have changed over time, the Physician Assistant Board (PAB), like all other governmental bodies, businesses, and families, has been forced to adapt and innovate to continue its duties and mission. While the environment has been challenging it also presented an opportunity to learn about the efficiencies these adaptations presented. We learned that savings and efficiency can be produced by remote meetings without a sacrifice in the quality of work. Indeed, that regulatory package was largely accomplished via digital meeting platforms. The Board will be looking at ways to incorporate some of these efficiencies into its practices. This may take the form of continued digital platform meetings for some Board meetings to the extent allowed by law, use of digital credentials for licensees, promoting licensee use of the Board's digital offerings, etc.

The executive staff works very hard to keep the Board's website updated, so the Board encourages all licensees and interested parties to regularly visit the website for news and updates.

As noted, in recent months a regulatory package to track changes in PA practice was reached with the cooperation of the stakeholders. The Board expects that the regulatory package will streamline and improve health care delivery while protecting the public. The regulatory staff did an excellent job in designing the package with key input from the stakeholders and they all deserve our thanks.

Finally, under the direction of Executive Officer Rozana Khan, the administrative office is now fully staffed with a highly qualified and well-motivated team. We expect that improving efficiencies in all Board responsibility areas, from licensing to discipline to regulatory oversight, will continue to trend positively.

May 2022 be a year of progress on all fronts.

Juan M. Armenta, Esq., President

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— MISSION —

Protect and serve consumers through licensing, education, and objective enforcement of the physician assistant laws and regulations.

— VISION —

Assure that health care needs for all people are met in a compassionate, competent, and culturally sensitive manner.

— JURISDICTION —

The Physician Assistant Board's jurisdiction includes physician assistants.

The Board's jurisdiction does not include physicians (M.D.s), licensed midwives, polysomnographic trainees, technicians and technologists, and research psychoanalysts and student research psychoanalysts, chiropractors, dentists, health maintenance organizations, hospitals, insurance companies, malpractice actions/civil lawsuits, Medi-Cal, Medicare, nurses (R.N., N.P., FNP), optometrists, or osteopathic physicians (DOs).

The Board also has no authority over a medical provider's attitude, bedside manner, demeanor, office staff, prices charged, or refund disputes with a medical provider unless there is a double payment by the insurance company. The Board cannot assist consumers in obtaining medical care or financial compensation for medical malpractice.

Do We Have Your Email Address?



Licensees are highly encouraged to provide the Physician Assistant Board (PAB) with an email address if the licensee has one. Email is an efficient channel for sharing information between PAB and its applicants and licensees. PAB will be able to communicate the status of applications, renewals, and requests for various PAB services; provide law and regulation updates; and disseminate important PAB news directly to each applicant and licensee. It doesn't get much easier! PAB hopes this accelerated delivery and exchange of information will decrease processing times in all aspects

of PAB's programs and facilitate licensees keeping apprised of laws and regulations, and PAB activities. You can submit/update your email address using BreEZe or submit your address change with BreEZe. You may also submit your email address in writing to the PAB office—please include your name and license number.

Stay Connected

In 2020, the Board launched its Facebook and Twitter accounts. Most recently, PAB launched its Instagram account to reach more members of the public. Similar to its website and Listserv, the Board is utilizing these social media platforms to disseminate all Board-related information, including upcoming Board meeting reminders, information about the profession, COVID-19-related updates and reminders, information regarding waivers issued by the director of the Department of Consumer Affairs, alerts of disciplinary action taken against licensees, proposed regulatory updates, and job announcements.

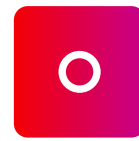
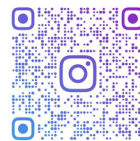
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or visit our website at
www.pab.ca.gov

What is the Physician Assistant Board?

The Physician Assistant Board (PAB) is a government agency within the Department of Consumer Affairs. PAB serves and protects consumers of California through licensing and enforcement of the laws governing the Physician Assistant Practice Act.



INSIDER UPDATES

PAB Has a New Logo!

PAB revamped its logo, as seen below on this newsletter and on PAB's website! Thank you to the DCA Office of Publications, Design & Editing, which was instrumental in designing the new logo and in executing PAB's vision.



Sunset Date Extension

With the passage of [Senate Bill 806](#) (Chapter 649, Statutes of 2021), the Board's operational authority was extended to January 1, 2026. SB 806 also makes various technical changes requested by the Board, including deleting outdated requirements related to examination and removing references to the Board being under the jurisdiction of the Medical Board of California.

Name and Address Changes

It is very important that the Board has current and accurate name and address information on file should the Board need to contact its licensees or applicants. Instructions for submitting name and address changes are available on the PAB website.

Address change:

https://pab.ca.gov/licensees/address_change.shtml

Name change:

https://pab.ca.gov/licensees/name_change.shtml

Licensees are required by law to notify the PAB within 30 days if they change their name or address of record.

It is very important that we have current and complete records so licensees receive timely renewal notices and other important information, and applicants receive messages regarding application status.

Board Meetings

Board meetings are mandated to four per year. PAB holds three meetings in Northern California and one in Southern California. Board meetings are usually one day, and the public is highly encouraged to attend.

Board meetings are held throughout the state to give the public and licensees the opportunity to attend. Information regarding dates, locations, and agendas for Board meetings are posted on the [PAB website](#) at least 10 days prior to the meeting dates.

2022 Board Meetings:

- May 9
- August 8
- November 7



Administrative Actions–Citations

A Citation and Fine is an administrative action by which the Physician Assistant Board may address relatively minor violations of the Physician Assistant Practice Act that would not necessarily warrant discipline in order to protect the public. Citation and Fine Orders ARE NOT disciplinary actions but are matters of public record. Citations remain on a licensee's file for five years and are then purged. By law, payment of a fine is considered satisfactory resolution of all violations contained in the citation.

NAME AND CITY	LICENSE NO.	ACTION	EFFECTIVE DATE
Alison Lynn Gracom <i>Irvine</i>	PA 20929	Citation Issued	03/28/2022

Administrative Actions–Discipline

The Physician Assistant Board (PAB) regulates the profession of physician assistants through the enforcement of the Physician Assistant Practice Act. The following summary indicates administrative actions taken against licensees for violations of the Act.

Although every effort is made to ensure the following details are correct, before you make any decision based on this information, obtain a copy of the action in its entirety, including terms and conditions. You can download the copy through the Department of Consumer Affairs License Search tool at <https://search.dca.ca.gov>.

NAME AND CITY	LICENSE NO.	ACTION	EFFECTIVE DATE
Michael Anthony Cancilla Jr. <i>Sharps Chapel, TN</i>	PA 15366	License Surrendered	01/31/2022
Gabriel Hernandez <i>Anaheim</i>	PA 17831	License Surrendered	03/17/2022

Licensing Activity

The Board processes applications in the order they are received. **Please allow the Board 30 days to complete an initial review of the application before contacting the Board for an update.** To view current processing times for applications submitted to the Board, please visit <https://pab.ca.gov/applicants/timeframes.shtml>. Here is a summary of initial license applications and renewal of license applications approved from January 1, 2022 through March 31, 2022.

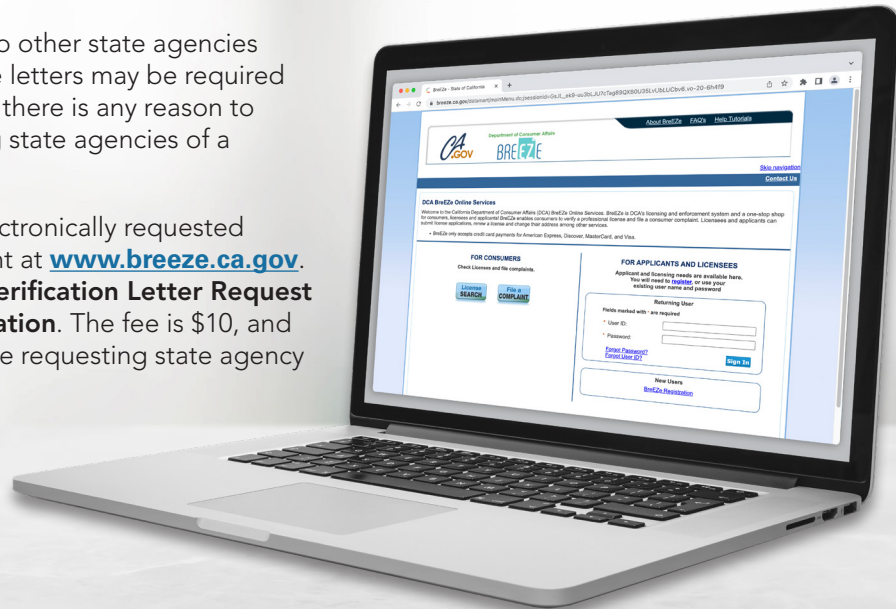
INITIAL LICENSES APPROVED	LICENSE RENEWALS APPROVED
395	1,842

As a friendly reminder, please do not wait till the time of renewal to update your address of record (mailing address). Pursuant to [Title 16, California Code of Regulations, section 1399.511](#), licensees are required to report in writing to the Board, any and all changes of their mailing address within 30 days from the date the change occurred. Failure to update the mailing address may result in the licensing system to mail correspondence to an inaccurate mailing address and cause a delay in renewal.

You Can Now Request License Verifications Electronically!

License verifications are letters sent to other state agencies to verify the status of a license. These letters may be required to assist the agency in determining if there is any reason to prohibit or delay licensure by alerting state agencies of a disciplinary action(s).

A license verification may now be electronically requested through the licensee's BreZE account at www.breeze.ca.gov. From the **Quick Start Menu** select **Verification Letter Request** under **Manage Your License Information**. The fee is \$10, and the license verification is mailed to the requesting state agency within 10 business days.



Outreach

The Physician Assistant Board (PAB) is excited to present the Insider newsletter. Through this outreach effort, our hope is to reach more stakeholders, especially consumers. Most recently, our Executive Officer Rozana Khan, Assistant Executive Officer Kristy Voong, and Enforcement Analyst Christina Haydon had the pleasure of attending the California Academy of PAs (CAPA) conference in Napa on February 26. Our amazing staff was available to answer licensee, student, applicant, and consumer questions. We cannot wait to conduct more outreach events throughout the year, visiting schools, seminars, and conferences. Stay tuned for future events by checking our website at www.pab.ca.gov.



From left: Assistant Executive Officer Kristy Voong, Enforcement Analyst Christina Haydon, and Executive Officer Rozana Khan



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS

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SCHOOL PRESENTATION APPLICATION

Thank you for your interest in a presentation from the Physician Assistant Board (PAB). Please fill out the application below and send it to our outreach coordinator, Jasmine Dhillon, at jasmine.dhillon@dca.ca.gov. We look forward to meeting with you and your students.

CONTACT INFORMATION

NAME	
TITLE	
PHONE NUMBER	
EMAIL	

PROGRAM INFORMATION

COLLEGE NAME	
ADDRESS	
ROOM NUMBER	
REQUESTED PRESENTATION DATE(S)	
REQUESTED START TIME	
YEAR OF STUDENTS	
NUMBER OF STUDENTS ATTENDING	
HAVE THE STUDENTS CREATED A BREEZE ACCOUNT?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PRESENTATION DETAILS

WHAT ARE YOU HOPING TO GET OUT OF THE PRESENTATION?

WHAT TOPICS WOULD YOU LIKE PAB TO COVER?