

# MEMORANDUM

<b>DATE</b>	February 6, 2023
<b>TO</b>	Physician Assistant Board (Board)
<b>FROM</b>	Rozana Khan, Executive Officer
<b>SUBJECT</b>	<b>Agenda Item 6. Executive Officer's Report</b>

A. **Office Operations**

The Board is managing ongoing telework for staff while continuing to balance office operations.

B. **Personnel**

On December 13, 2022, we welcomed back Ariel Gompers to the Board who filled the vacant Administrative Analyst position. On December 6, 2023, interviews were conducted to fill the vacant Licensing Analyst position. Once the Board receives the necessary clearance, a confirmation of employment will be made. Additionally, the Board advertised to fill the vacant Office Technician position which will provide technical and clerical support to the Enforcement and Licensing Programs.

C. **Outreach**

The Board has two outreach events scheduled for this calendar year. Staff is looking forward to attending California Academy of PAs (CAPA) conference in Napa on February 25, 2023 and the annual CAPA conference during Physician Assistant Week–October 5-8, 2023 in Anaheim. We are grateful for the opportunity provided to us by CAPA to attend these exceptional events.

The Board also has two licensing presentations scheduled for this calendar year which will be conducted by Lead Licensing Analyst Julie Caldwell. The first presentation took place on January 30, 2023 with physician assistant students at the Keck School of Medicine of the University of Southern California. The second presentation is scheduled for February 23, 2023 for the physician assistant students at the University of the Pacific. Both presentations cover initial licensing requirements, license renewals, online resources, continuing education, etc.

Additionally, staff will be attending the Federation of State Medical Boards (FSMB) 111<sup>th</sup> Annual Meeting on May 4-6, 2023, in Minneapolis, MN. The FSMB is a national, non-profit organization that represents the 70-state medical and osteopathic boards of the United States and its territories. Their mission is to serve as the voice for state medical boards, supporting them through education, assessment, research, and advocacy while providing services and initiatives that promote patient safety, quality healthcare and regulatory best practices. The FSMB is a recognized authority throughout the United States and internationally on issues related to medical licensure and discipline.

D. **Strategic Planning**

2023 is the Board's year to develop a new strategic plan. Department of Consumer Affairs (DCA) SOLID Training Solutions (SOLID) has tentatively scheduled the strategic planning session with

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Board members and staff at its May 1, 2023, meeting in Sacramento. SOLID is hopeful they will be able to meet this target date; however, there is a chance this will need to be delayed as their ability to begin this process is subject to finalization of the new Diversity, Equity, and Inclusion (DEI) components, which will be outlined by Deputy Director Melissa Gear as part of the DCA updates.

E. **Information Technology**

Development of the instructional video to assist applicants with the licensure process is nearing completion. DCA Information Officer has started production of the video and should have it completed by the end of February.

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

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