



MEMORANDUM

DATE	August 4, 2023
TO	Physician Assistant Board (Board)
FROM	Rozana Khan, Executive Officer
SUBJECT	Agenda Item 6. Executive Officer’s Report

A. **Personnel**

On March 27, 2023, interviews were conducted to fill the vacant Office Technician position which will provide technical and clerical support to the Enforcement and Licensing Programs. A candidate was selected; however, due to a lack of response, the position has been reposted to increase the candidate pool. Additionally, recruitment is underway to fill the vacant Administrative Office Technician position. An update regarding the vacant positions will be provided at the next Board meeting.

B. **Annual Report**

Board staff is working diligently to submit its fiscal year 2022-23 Annual Report to the Department of Consumer Affairs (DCA). The Annual Report is an opportunity for the Board to demonstrate its accomplishments, provide program information such as position counts, board membership, license requirements, fees, continuing education, licensing and enforcement statistics, and regulatory and legislative updates in the past 12 months. The report will undergo DCA’s review and approval process before its publication.

C. **Outreach**

Staff attended the Administrators in Medicine and Federation of State Medical Boards (FSMB) 111th Annual Meeting on May 3-5, 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. The event provided a valuable platform for colleagues in medical licensure, regulation, and discipline to learn, interact, and deliberate upon the pressing issues confronting medical regulators. A diverse range of topics pertinent to medical regulation was covered, fostering an environment of knowledge-sharing and collaboration.

Board staff is looking forward to attending the annual California Academy of Physician Associates (CAPA) conference during Physician Assistant Week—October 5-8, 2023, in Anaheim. This event allows for crucial outreach and presents invaluable platform for Board staff to address inquiries from licensees and students and provide updates regarding laws and regulations governing the physician assistant practice. We appreciate the opportunity afforded to us by CAPA to attend this exceptional event.

D. **Information Technology**

In collaboration with DCA’s Office of Information Services, the Board modified BreZE to allow licensees to print their own pocket license from their online BreZE account. This change offers

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convenience, cost efficiency, immediate access and benefits the environment as we find more ways to reduce our environmental footprint.

Additionally, DCA's License Search tool is available to verify a license in real-time or anytime the status is changed. Consumers, employers, or any interested party can verify the license status online 24 hours a day, seven days a week.

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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