

MEMORANDUM

DATE	November 6, 2023
TO	Physician Assistant Board (Board)
FROM	Rozana Khan, Executive Officer
SUBJECT	Agenda Item 8. Executive Officer's Report

A. Personnel

I am pleased to announce that Pearl Her will be joining the Board on November 7, 2023, as the Enforcement and Licensing Support Technician. Ms. Her is currently the Receptionist at the Physical Therapy Board of California. Prior to joining State service in June 2021, Ms. Her gained clerical and customer service experience in the private sector. Additionally, recruitment is underway to fill the vacant Administrative Office Technician position. An update regarding the vacant position will be provided at the next Board meeting.

To enhance operational efficiency, consumer protection, and realize cost savings, the Board believes that it is critical to its mission and success that it employs its own non-sworn Special Investigator. Currently the Board has one complaint analyst who conducts initial desk investigations for all complaints. If further investigation is warranted, the complaint is forwarded to the Division of Investigation (DOI), Health Quality Investigation Unit (HQIU) within the Department of Consumer Affairs (DCA) for a comprehensive investigation. DOI investigators are sworn peace officers. The Board has identified several case types that can be investigated and referred for prosecution without the use of a sworn investigator. Redirecting such cases to non-sworn personnel can streamline processes and reduce costs. Many tasks associated with investigations can be performed by non-sworn investigators such as detecting and verifying violations, interviewing witnesses, gathering information, analyzing testimony, serving legal papers, or serving as an expert witness amongst other non-sworn duties. This ensures sworn investigators focus on tasks needing peace officer powers, like use of firearm, arrests, or search and seizure. The Board will continue to utilize HQIU for criminal investigations that can only be handled by a sworn peace officer.

On August 10, 2023, the Board submitted a recruitment package to DCA-Office of Human resources to establish the non-sworn Special Investigator blanket position at limited term for 24 months to collect workload data and cost savings. The aim is to eventually make this a permanent position through a future Budget Change Proposal. On August 24, 2023, the package was approved. Recruitment for the non-sworn Special Investigator is underway, with the expectation to fill the position before the next Board meeting.

B. Outreach

Board staff had the pleasure of attending the annual California Academy of Physician Associates (CAPA) conference during Physician Assistant Week–October 5-8, 2023, in Anaheim. This event provided an essential outreach opportunity for Board staff to answer questions 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.

MISSION: To protect and serve consumers through licensing, education, and objective enforcement of the Physician Assistant laws and regulations.