

**Veterinary Medical Board Strategic Plan
Action Plan – 2012-2014**

	Goal 1 - Enforcement	Due Date	Responsible Parties
1.7	Upgrade Enforcement Manager position to Staff Services Manager 1 classification	Jul-2012	
	Work with DCA Office of Human Resources to upgrade position.- in progress	Jul-2012	Assistant Executive Officer
1.6	Update and implement Disciplinary Guidelines.	Sep-2012	
	1st phase completed - done	Oct-2011	Administrative Programs Coordinator
	2nd phase approved – on agenda for July 2012 meeting	Jan-2012	Administrative Programs Coordinator
	Prepare Notice for public hearing - done	April-2012	Administrative Programs Coordinator
1.8	Increase the extent of monitoring of probationers by holding on-site meetings	Apr-2013	
	Add requirement to disciplinary guidelines to come in within 30 days	Jan-2012	Executive Officer
	Hold on-site meetings, pending approval of disciplinary guidelines.		Enforcement Programs Manager
1.5	Enhance the quality and training of Hospital Inspectors	Nov-2013	
	Enhance the quality and training of hospital inspectors -	Done	Enforcement Programs Manager
	Create video training for use on Board's website	Apr-2013	Administrative Programs Coordinator
1.2	Improve the quality and training of the Expert Reviewer/ Witness Program	Nov-2013	
	Update Expert Reviewer manual which includes training representing ALJ – pending final Disciplinary Guidelines		Enforcement Programs Manager - Expert manual updated 10/11 – ALJ training pending
	Implement annual training program for ALJ and DAG – pending DG final	Nov-2013	Enforcement Programs Manager
1.10	Update the cite and fine program, in conjunction with the Multidisciplinary Committee	Jul-2013	
	Review at Multidisciplinary Committee meeting – in progress – 6 and 11/2012 mtgs	Nov-2011	Executive Officer
	Cite and fine program becomes effective – estimate sometime in 2013		
1.11	Revisit “owned animal” exemptions and lay ownership of veterinary hospitals	Jan-2013	
	<i>Legislative Committee, to be completed in conjunction with Unlicensed Activity Legislation</i>		
1.3	Work with DCA to reduce the amount of unlicensed activity occurring in the marketplace	Jan-2013	
	Follow hearings, testify, and attend meetings related to upcoming regulations	Jan-2013	Executive Officer and Legislative Committee
	Major Unlicensed Activity legislation is currently pending approval	pending approval – bill died	
	Regulations SB 2037 (minimum standards) is in progress and, pending approval	Aug-2012	Going through the process – estimate approval sometime in November 2012

1.4	Decrease current enforcement cycle times to achieve targets set by the Board	Jan-2013	
	Increase # of enforcement analysts & consultants	Jan-2013	Administrative Programs Coordinator
	One exemption is currently approved and is set to hire within 90 days	Jan-2013	Administrative Programs Coordinator
1.9	Physical therapy regulations need to be developed in conjunction with the Multidisciplinary Committee	Apr-2014	
	Begin implementation of Physical Therapy regulations	Mar-2013	MDC committee – in progress
	Completion of regulations		
	Goes to Board for review		
	Public hearing		
	Regulations in place		
1.1	Inspect existing hospitals every five years, and inspect new hospitals within one year of licensure	Dec-2014	
	Resubmit Budget Change Proposal for funding – have submitted 4 or 5 years in a row – resubmitting in 2012	Jul-2013	Administrative Programs Coordinator
	Utilize 6-8 new inspectors to complete a minimum of 600 inspections annually	positions filled	Currently at 5 inspectors
	Begin appropriate enforcement actions against hospitals – give 30 days to comply then if still non-compliant - do citation and fine	Nov-2013	Enforcement Programs Manager
	Goal 2: Customer Service and Administration	Due Date	Responsible Parties
2.3	Review 1st year licensure as a temporary license, working under the supervision of a currently licensed Veterinarian	Nov-2011	No apparent support for concept
	Review feasibility of 1st year licensure with Multidisciplinary Committee	Nov-2011	Board Member
2.4	Implement the BREEZE system for the Board. Estimated release schedule is February 2013	Jul-2013	
	Complete (RFD) overview with BREEZE change control team - done	complete	Administrative Programs Coordinator – 7/2012 – conversion date pushed back to April 2013
	Review purchases for additional equipment - done	Dec-2012	Administrative Programs Coordinator
2.1	Develop newsletter articles recommending use of identification badges for all veterinary hospital staff – Fall/Winter 2012 newsletter	Jun-2012	
	Develop article content for Spring/Summer newsletter of 2012 – delayed to Fall/Winter	Jun-2012	Administrative Programs Coordinator
2.2	Complete and deliver the Sunset Review Packet – in progress	Nov-2012	
	Complete Sunset Review Packet		Executive Officer and Sunset Committee
	Plan arrives – arrived in April 2012	Feb-2012	Executive Officer
	Provide Board update	Apr-2012	Executive Officer

	Staff will complete packet and submit for Board review - done	Jun-2012	Executive Officer
	Board review – July/September/October 2012 – in progress		
	Final packet submitted to Legislative committee – November 1, 2012	Oct-2012	Executive Officer
2.5	Develop a Succession Plan and desk manuals for Board staff. Propose collaboration with an outside vendor (CPS) to complete these projects	Dec-2012	
	Hold initial meeting with CPS - done	Nov-2011	Administrative Programs Coordinator
	Guide CPS in development of the Succession Plan – contract approved in July 2012 – meeting on Thursday to discuss parameters of project	Jan-2012	Administrative Programs Coordinator
	Complete and publish DCA desk manuals and the training program materials – in progress – initiated contract with CPS July 19, 2012 – project to be completed sometime between April and June 2013.	Dec-2012	Administrative Programs Coordinator
	Goal 3: Education	Due Date	Responsible Parties
3.1	Continue to enhance and improve the Board’s outreach methods	Ongoing	
	Partner with DCA’s Office of Public Affairs and Publications Design and Editing Unit to inform the public of relevant issues	ongoing	Administrative Programs Coordinator
3.6	Continue to develop the PACE program-Pace declined to develop vet program	Ongoing	-
	Continue to research options for record-keeping classes for probationary purposes for the PACE program	ongoing	Enforcement Programs Manager & Enforcement Programs Coordinator
3.3	Continue to publish the Veterinary Medical Board newsletter 2 times per year	Dec-2012	
	Publish and distribute newsletter 2-4 times per year – one in 2012 and on target for Fall/Winter 2012 and Spring/Summer 2013 in FY 2012/13	starting 12/11	Administrative Programs Coordinator
3.4	Post the Hospital Inspection Checklist to the Board’s Web site	Jan-2012	
	Post checklist to the public Web site - done	Jan-2012	Administrative Programs Coordinator
3.7	Notify registered veterinary technicians of mandatory Continuing Education requirements that are going into effect – letter going out by end of July 2012	Feb-2012	
	In upcoming renewals, insert an FYI memo for licensees about changes regarding licensing which are going into effect	Feb-2012	Administrative Programs Coordinator
3.2	Investigate developing outreach for the diversion program	Dec-2012	
	Begin promotion of the program by holding an initial meeting – AEO working on program with Maximus	Jan-2012	Assistant Executive Officer and Max
	Schedule meeting for DEC to present to the Board – done – 1/2012 – presentation to Board	Dec-2012	Executive Officer
3.8	Develop and disseminate PowerPoint slides, online brochure, and other content for volunteer speakers to use when discussing record keeping requirements for licensees	Dec-2013	

	Develop and disseminate content		Administrative Programs Coordinator & Enforcement Programs Manager
3.5	Review the feasibility of requiring written estimates for fees and implementation of Euthanasia forms in conjunction with the Multidisciplinary Committee	Jan-2014	
	Discuss with the Board and bring to the attention of the MDC	Jan-2014	Executive Officer
	Goal 4: Regulation and Legislation	Due Date	Responsible Parties
4.4	Pursue regulation regarding physical therapy, cite and fine and the Registered Veterinary Technician school approval process	Apr-2013	
	Pursue physical therapy regulations – in progress	Mar-2012	MDC
	Pursue cite and fine regulations – in progress	Nov-2011	MDC
4.5	Pursue regulations to define Registered Veterinary Technician student exemptions	Apr-2013	
	Discuss and prioritize with MDC – in progress – on July 2012 Board agenda for discussion	Mar-2012	MDC
4.6	Examine the feasibility of implementing an approval program for alternate routes for obtaining Registered Veterinary Technician licensure	Apr-2013	
	Discuss and prioritize with MDC – on July 2012 Board agenda	Mar-2012	MDC
4.7	Examine the current system of licensure exemptions for UC Davis and Western University and determine if legislative options are available to affect change	Apr-2014	
	Discuss and prioritize with MDC – on July 2012 Board agenda	Mar-2012	MDC
	Review current license exemption for instructors		Legislative Committee, Executive Officer
4.3	Strengthen the Registered Veterinary Technician school approval process and reporting requirements	Dec-2012	
	Returned to discuss with the Board at April 2012 meeting – regs moving forward – October 2012 public hearing	Dec-2012	Executive Officer
	Add content to require alternate route schools and program approval – on July 2012 Board meeting agenda for discussion		Executive Officer
4.1	Pursue legislation to strengthen the Board’s authority over unlicensed activity, and monitor any related legislation	Mar-2013	
	Bill returns	Jan-2012	Legislative Comm., Executive Officer and Admin Programs Coordinator
	Bill goes into effect – bill died	Jan-2013	Legislative Comm., Executive Officer and Admin Programs Coordinator
4.2	Pursue the issue of telemedicine through regulation	Mar-2013	
	Discuss and prioritize with MDC	Mar-2013	MDC
	Goal 5: Licensing and Exams	Due Date	Responsible Parties

5.7	Revisit the provisions for temporary licenses during disaster situations for out-of-state practitioners	Mar-2012	
	Discuss and prioritize with MDC	Mar-2012	
5.13	Pursue "extended duty" for Veterinary Technicians	Mar-2012	
	Discuss and prioritize with MDC	Mar-2012	
5.12	Discuss responsibility for electronic record keeping and confidentiality requirements for electronic records	Mar-2012	
	Discuss and prioritize with MDC	Mar-2012	
5.10	By April 2012, implement retroactive fingerprinting program for licensees who were licensed before 2000	Apr-2012	
	Refer to regulations for implementation and modify the current renewal form – regulations are done – implementation pending transition to Breeze sometime after 4-2013		Assistant Executive Officer and Administrative Programs Coordinator
5.11	Implement Continuing Education for Registered Veterinary Tech's by 2013-done	Jul-2013	
	Send out notifications. (<i>refer to objective 3.7</i>) – letter to go out by 8/17	Jul-2013	Admin Lead/EO
5.1	Increase pool of Registered Veterinary Technicians and Veterinarians involved in the examination process – done and on-going	On-going	
	Pursue increase through networking with RVTs and DVMs	Jan-2013	Administrative Programs Coordinator and Administrative Services
5.2	Complete the occupational analysis for CSB – in progress/on target	Jan-2013	
	Starting 1/2012 and completed by 1/2013	Jan-2013	Administrative Programs Coordinator and OPES
5.3	Write the jurisprudence test for the Registered Veterinary Technician exam and complete transition to Veterinary Technician National Exam	Jan-2013	
	Transition to the VTNE – in progress for 1/2014	Jan-2013	Administrative Programs Coordinator and Administrative Services
5.5	Add English language proficiency as a requirement for licensure	Mar-2014	
	Discuss expanding current regulations to include non-English colleges with MDC	Mar-2013	MDC
5.8	Implement BREEZE online renewals and licensing in 2013	Dec-2013	
	Refer to objective 2.4 – transition date pushed back by DCA from 2/13 to 4/13	Dec-2013	
5.6	Continue investigating avenues of keeping exam costs low for licensees	Jan-2014	
	Attend AAVSB meeting	Jan-2014	Board Member
5.4	Discuss NAVMEC proposals and feasibility of a single license standard for all candidates	Dec-2014	
			Administrative Programs Coordinator

5.9 Increase by 10% the amount of Continuing Education audits are occurring per year

Augment existing staff by 2-3% in order to meet demand

On target to restart program on 9/1/2012 at 3-5%.

Maximize staff levels within the pending proposed 10% Budget Cost Proposal