



MEMORANDUM

DATE July 11, 2013

TO Veterinary Medical Board

FROM Sue Geranen Executive Officer
DCA/Veterinary Medical Board

SUBJECT **Strategic Plan Update**

Background:

The updated Strategic Plan – Action Plan is included in the binder. The Board's Strategic Planning Committee, Patti Aguiar and Dr. Cheryl Waterhouse, will discuss the Action Plan status at this meeting.

The Strategic Plan goes through 2014.

Action Requested:

Discussion only – no action requested.

**Veterinary Medical Board Strategic Plan
Action Plan**

	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.	Jul-2012	Assistant Executive Officer - In progress
1.6	Update and implement Disciplinary Guidelines.	Sep-2012	
	1st phase completed	Oct-2011	Administrative Programs Coordinator
	2nd phase approved	Jan-2012	Administrative Programs Coordinator
	Prepare Notice for public hearing	April-2012	Administrative Programs Coordinator
	Final – effective date	October 1, 2013	
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 - May include with next revision
	Hold on-site meetings, pending approval of disciplinary guidelines.		Enforcement Programs Manager - Need additional staff
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 - Pending/more staff needed
1.2	Improve the quality and training of the Expert Reviewer/ Witness Program	Nov-2013	
	Update Expert Reviewer manual which includes training representing ALJ	Manual done Training pending Disc. Guidelines	Enforcement Programs Manager
	Implement annual training program for ALJ and DAG	Nov-2013	Enforcement Programs Manager - ALJ training will be done after eff. Date for Disc. Guidelines so they know the new standards

1.10	Update the cite and fine program, in conjunction with the Multidisciplinary Committee.	Jul-2013	
	Review at Multidisciplinary Committee meeting	Nov-2011	Executive Officer - Regulations approved/pending public hearing
	Cite and fine program becomes effective		
1.11	Revisit “owned animal” exemptions and lay ownership of veterinary hospitals	Jan-2013	Board discussed and tabled
	<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	Bill died – will continue to work with DCA on issue	
	Regulations SB 2037 (minimum standards) is in progress and, pending approval	Aug-2012	Minimum standards, inc. 2037, anticipated to become effective on either October 1, 2013 or January 2104
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 – pending approval of budget bill
	One exemption is currently approved and is set to hire within 90 days	Jan-2013	Administrative Programs Coordinator – position was denied by DCA – had to start over – person set to start July 1, 2013
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 Done – referred to Board
	Completion of regulations		Done – 11/2012
	Goes to Board for review		Done – 1/1/2013
	Public hearing		Board will review Initial Statement of Reasons in either October 2013 or January 2014 and set the hearing date
	Regulations in place		Possibly in early 2015.

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	Jul-2013	Assistant Executive Officer In progress
	Utilize 6-8 new inspectors to complete a minimum of 600 inspections annually		Pending – more staff
	Begin appropriate enforcement actions against hospitals	Nov-2013	Enforcement Programs Manager – appropriate? Need more info.
	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	Board reviewed and tabled
	Review feasibility of 1st year licensure with Multidisciplinary Committee	Nov-2011	Board Member – was tabled
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	complete	Administrative Programs Coordinator
	Review purchases for additional equipment	Dec-2012	Administrative Programs Coordinator - Done
2.1	Develop newsletter articles recommending use of identification badges for all veterinary hospital staff	Jun-2012	
	Develop article content for Spring/Summer newsletter of 2012	Jun-2012	Administrative Programs Coordinator - Could do for fall 2013 edition
2.2	Complete and deliver the Sunset Review Packet	Nov-2012	
	Complete Sunset Review Packet	All Done!	Executive Officer and Sunset Committee
	Plan arrives	Feb-2012	Executive Officer
	Provide Board update	Apr-2012	Executive Officer
	Staff will complete packet and submit for Board review	Jun-2012	Executive Officer
	Final packet submitted to committee	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	Nov-2011	Assistant Executive Officer In progress
	Guide CPS in development of the Succession Plan	Jan-2012	Assistant Executive Officer – 4/2013 - Done
	Complete and publish DCA desk manuals and the training program materials	Dec-2012	Assistant Executive Officer – pending – final plant to Board by 10/2013

	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	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	starting 12/11	Administrative Programs Coordinator – published two in last couple of years – working on being more consistent – need additional staff
3.4	Post the Hospital Inspection Checklist to the Board's Web site	Jan-2012	
	Post checklist to the public Web site	Jan-2012	Administrative Programs Coordinator - Done
3.7	Notify registered veterinary technicians of mandatory Continuing Education requirements that are going into effect	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 - Done
3.2	Investigate developing outreach for the diversion program	Dec-2012	
	Begin promotion of the program by holding an initial meeting	Jan-2012	Assistant Executive Officer and Maximus – pending new contract
	Schedule meeting for DEC to present to the Board	Dec-2012	Executive Officer – Done – presentation to be every January
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 – pending additional staffing
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 – no action to date

	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	Mar-2012	MDC - Done
	Pursue cite and fine regulations	Nov-2011	MDC - Done
4.5	Pursue regulations to define Registered Veterinary Technician student exemptions	Apr-2013	
	Discuss and prioritize with MDC	Mar-2012	MDC – in progress/RVT Task Force March, June and Nov 2013
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	Mar-2012	MDC – in progress/RVT Task Force March, June and Nov 2013
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	Mar-2012	MDC – in progress
	Review current license exemption for teachers		Legislative Committee, Executive Officer – same as above?
4.3	Strengthen the Registered Veterinary Technician school approval process and reporting requirements	Dec-2012	
	Returning to discuss with the Board	Dec-2012	Executive Officer
	Add content to require alternate route schools and program approval		Executive Officer MDC – in progress/RVT Task Force March, June and Nov 2013
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	Jan-2013 Bill died	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 – in progress – discussed at March 2013 meeting – on agenda for November 2013

	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	Board has not discussed – may need to move item to next plan
5.13	Pursue "extended duty" for Veterinary Technicians	Mar-2012	
	Discuss and prioritize with MDC	Mar-2012	Board has not discussed – may need to move item to next plan
5.12	Discuss responsibility for electronic record keeping and confidentiality requirements for electronic records	Mar-2012	
	Discuss and prioritize with MDC	Mar-2012	Board has not discussed – may need to move item to next plan
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		Assistant Executive Officer and Administrative Programs Coordinator – pending implementation of BREEZE database with DCA
5.11	Implement Continuing Education for Registered Veterinary Tech's by 2013	Jul-2013	
	Send out notifications. <i>(refer to objective 3.7)</i>	Jul-2013	Done
5.1	Increase pool of Registered Veterinary Technicians and Veterinarians involved in the examination process	On-going	
	Pursue increase through networking with RVTs and DVMs	Jan-2013	Administrative Programs Coordinator and Administrative Services - Done
5.2	Complete the occupational analysis for CSB	Jan-2013	
	Starting 1/2012 and completed by 1/2013	Jan-2013	Administrative Programs Coordinator and OPES – in progress – almost done
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	Jan-2013	Administrative Programs Coordinator and Administrative Services – Done/3/2014
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 – can add to Nov 2013 agenda

5.8	Implement BREEZE online renewals and licensing in 2013	Dec-2013	
	Refer to objective 2.4	Dec-2013	Pending implementation of Breeze - 2014
5.6	Continue investigating avenues of keeping exam costs low for licensees	Jan-2014	
	Attend AAVSB meeting	Jan-2014	Board Member - Done
5.4	Discuss NAVMEC proposals and feasibility of a single license standard for all candidates	Dec-2014	Administrative Programs Coordinator - pending
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		Pending additional staff
	Maximize staff levels within the pending proposed 10% Budget Cost Proposal		Pending budget bill