



**ADMINISTRATORS
IN MEDICINE**

NATIONAL ORGANIZATION FOR STATE MEDICAL AND OSTEOPATHIC BOARD EXECUTIVES

2017 AIM EXECUTIVE ACADEMY

Monday, October 9, 2017

Memphis, Tennessee

1:00: Welcoming Remarks

Introduction to All Things AIM: David Henderson, JD, CMBE

Website; Membership; CMBE Training; CMBI; AIM Institute Licensing and Technology Workshops; Regional Meetings; Officers; Election Cycle; Annual Meeting; Relationship to FSMB; and Finding Your Resources.

Running a Government Agency: Diana Shepard, CMBE

Who's in Charge (Superiors, Subordinates, and Peers); Developing Relationships; Outreach and Presentations; Reports to Board; Reports from Board to Others; Budgets and Financial Processes; and Your Website.

The Legislative Process: Connie Clarkston

The Process; Board Expectations of Your Role; Developing Relationships; Finding a Mentor; and Rules vs. Regulations.

Board Members: Jenna Jones

Orientation; Meeting Dates; Executive Staff; Professional Assistance; Defining Their Role; Boundaries; Board Updates; Compensation & Reimbursement; "Care & Feeding;" and Thoughtful Gestures.

Employment Law Issues: David Herlihy, JD, CMBE

Employee Evaluations; Executive Director Evaluation; Hiring & Firing within Government Parameters; Employee Recognition; and Board Relationship to Staff.

Open Meetings & Open Records: Ian Marquand, JD, CMBE

Investigation Procedures: Blake Maresh, MPA, CMBE

Case Review Process; Confidentiality of Files; Separation from Board; Investigative Consultations; Consultants and Reviewers; and PMP.

Hearing Procedures: Kevin Bohnenblust, JD, CMBE

Function of Tribunal; Appeals Process; Tort Claims Immunity; Administrative Procedures Act; Constitutional Issues; Due Process Requirements; Testimony; Hearsay; and Exhibits.

Disciplinary Actions: Kathleen Selzler-Lippert, JD, CMBE

Most Common among Boards; Reporting to the Public; Standard of Care; and Expert Witnesses.

Agenda, Orders, and Board Materials: Mark Bowden, MPA, CMBE

When & How Prepared; Who Reviews; Mailing; and Method of Delivery.

Overview of Licensure Process: Margaret Hansen, PA-C, MPAS, CMBE

Methodology; Dealing with a Variety of Licenses; UA; CME Reporting; Fees; and Late Fees.

Miscellaneous: Deborah Bruce, JD, CMBE

Security; Travel Reimbursement; FSMB Annual Meeting; Taking Advantage of Educational Opportunities; and the Media: Social and Otherwise. Top 5 Policy Issues you are likely to face.

Adjourn: Training Session ends at 6:00pm.