

PTSOP minutes – May 10, 2019

Attendees:

Nicole Cairns
Shawn Kassner
Eric Smith
Absent:
Reggie Morgan
Stacie Crandall
Susan Jackson
Stacie Fry
Dixie Marlin

Documents distributed prior to the meeting –

- PTSOP Minutes 4.19.19
- SOP 4-107- ES draft 4.19.19
- SOP 4-102 – ES draft 4.18.19
- SOP-7-101
- Notes from Maria_7-101 vs 4-102
- FoPT Updates Next Round_SOP Outline_draft – nicole expanded
- PTEExecComm-Minutes-8-9-16 Attachment F
- TNI_PT_acceptance_criteria_SOP 4-101-Rev 3 1 draft 12-15-17 –mtg comment..

Meeting was called to order at 1:00 PM (Eastern Time)

1. Minutes from 4/19/19 were reviewed. Nicole motioned to approve the minutes from 4/19/19. Shawn seconded the motion. The motion was voted on and approved by all present.
2. Reviewed SOP 4-107 – ES draft 4.18.19
 - a. Reviewed the additional language edits made to sections 4, 5, 6.2, 7, 9.3, 9.3.1, & 16.
 - b. Discussed the following new edits to section 6 –
 - i. First sentence - Change “four” to “five” and add “failure rates” as a review type.
 - ii. Section 6.3 – add “worth of data” after period. Add “Frequency – Every two years”.
 - c. Subcommittee moved to a vote on the SOP 4-107 draft (including the new edits noted in 2.b above). Shawn motioned to approve the SOP 4-107 draft (including the new edits noted in 2.b above). Nicole seconded the motion. All present voted to approve the motion.
 - d. The SOP subcommittee members present agreed that we should expedite the vote from the remaining subcommittee members by email before the next meeting. Eric will make the additional edits identified and distribute the SOP 4-107 draft to the remaining subcommittee members.
3. Review SOP 4-102 – ES draft 4.18.19 against SOP 7-101
 - a. Discussed Maria/PTPEC request for review emailed to SOP subcommittee chair on April 18th –
“The Combined PT/NEFAP AB Evaluation SOP (7-101) Section 6.11.7 states that disagreements with matters concerning recognition can be addressed through the PT Program’s Dispute Resolution SOP (4-102) or through the equivalent NEFAP SOP. Please consider this e-mail a formal request for your subcommittee to review SOPs 4-102 and SOP 7-101 and update SOP 4-102 as necessary to bring it into accord with the language and procedures of SOP 7-101.

For example, SOP 4-102 Section 6.5.1 includes a list of documents the PTPEC might review if a request to reconsider a denied PTPA recognition is approved; that list includes the PTPA technical checklist, a document which – according to SOP 7-101 Section 6.11.5.1, is not provided to the PTPEC for review. SOP 4-102 therefore conflicts with SOP 7-101 in that it assumes the PTPEC has a document for review that it would not have in its possession. I also attached to this e-mail my notes from our PTPEC's teleconference on 2-28-10 regarding this matter for further info."

- b. Discussed 4.18.19 draft edits by Eric.
 - c. Discussed any additional edits necessary that subcommittee members had based on their individual reviews of SOP 4-102 draft against SOP 7-101.
 - d. Additional edits were discussed for sections 1.2.2, 1.2.3, 4.0, 6.0, and 6.5.1. Nicole to provide subcommittee with suggested language for section 6.5.1.
 - e. NEFAP SOP 5-104 was distributed by Ilona to SOP subcommittee on May 9th. The subcommittee will continue a review against SOP 4-102 to generally compare the appeals process timelines outlined in 5-104 against those in 4-102. Will revisit next meeting.
4. Reviewed the following for possible incorporation into SOP 4-101 draft –
 - a. "FoPT Updates Next Round SOP Outline draft"
 - i. Sections 5.2, 5.3, 5.5, 6.0
 - ii. Discussed changes to section 5.1 of 4-101 draft SOP.
 - iii. There were a number of formatting changes identified as necessary to SOP 4-101. Revisit the items for this document after those changes made.
 - b. PT ExecComm-Minutes-8-9-16
 - i. Slides 4,5,10
 - ii. Slide 4 – SOP subcommittee not to address
 - iii. Slide 5 – item #4 addressed
 - iv. Slide 10 – This slide first requires discussion by PTPEC, as the concept is not current in place. Eric to send Maria an email.
 5. Next meeting to take place on Friday, June 14th.
 6. Meeting adjourned at 2 p.m.

Respectfully submitted
Eric Smith