

## 2016 DEADLINE DATES FOR DELEGATION AGREEMENTS WITH ADVANCED DUTIES

These deadline dates pertain to PAs submitting delegation agreement addendums for advanced duties who are either:

- Employed by an accredited hospital or surgi-center, but the hospital's or surgi-center's governing body has not approved a delineation of privileges allowing the PA to perform the requested duty (duties): OR
- Private practice, detention center, public health facility, correctional facility.

The Physician Assistant Advisory Committee (PAAC) must review the delegation agreement addendums for advanced duties prior to going to the Board for approval. Deadline dates for Board materials may be due before the PAAC meets. Therefore, addendums will be presented at the next available Board meeting for approval after the PAAC has reviewed them.

<u>Deadline Dates</u>	<u>PAAC Meeting Dates</u>	<u>Board Meeting Dates</u>
December 15, 2015	January 6, 2016	January 27, 2016
January 11, 2016	February 3, 2016	February 24, 2016
February 8, 2016	March 2, 2016	March 30, 2016
March 14, 2016	April 6, 2016	April 27, 2016
April 11, 2016	May 4, 2016	May 25, 2016
May 9, 2016	June 1, 2016	June 29, 2016
June 13, 2016	July 6, 2016	July 27, 2016
July 12, 2016	August 3, 2016	August 24, 2016
August 15, 2016	September 7, 2016	September 28, 2016
September 12, 2016	October 5, 2016	October 19, 2016
October 10, 2016	November 2, 2016	November 30, 2016**
November 14, 2016	December 7, 2016	December 21, 2016**
<b>December 12, 2016</b>	<b>January 4, 2017</b>	<b>January 25, 2017</b>

The Maryland Board of Physicians **must** receive the advanced duties addendum by the published deadline date to be considered for Board approval. **The Board will not accept faxed copies of delegation agreements addendums.**

### Reminders:

1. **Delegation Agreement Addendum:** Complete and sign all sections of the delegation agreement addendum (DAA) for advanced duties. DAAs may be returned to the PA for the following reasons:
  - a. Incomplete sections;
  - b. Missing signatures;
  - c. A copy of signatures instead of the original signature.
  
2. **Copies:** BOTH Physician Assistants and Primary Supervising Physicians should keep a

copy of the delegation agreement for their records **PRIOR** to mailing. **If you request a copy of the delegation after it was mailed, it may take up to 30 days to receive the copy.**

3. **Delegation Agreement Addendum for Advanced Duties:** Supporting documentation, i.e., delineation of privileges, description of education, training and experience, certificates, procedure logs, etc., must accompany the DAA. *The processing of the DAA will be delayed if the appropriate supporting documentation is not included. The delineation of privileges must be accompanied by an approval letter from the governing body, e.g. Board of Trustees, CEO/President.*
4. **Approval Letter:** The approval letter will be emailed to the supervising physician and the physician assistant. Please be sure to provide a valid email address.
5. **Prescriptive Authority:** If the primary supervising physician delegates the prescribing of **controlled dangerous substances** to a physician assistant. The physician assistant must:
  - a. Obtain a Maryland Controlled Dangerous Substance (MCDS) license from the Maryland Division of Drug Control. Include a copy of your approval email with the request for MCDS; and
  - b. After obtaining an MCDS license, register with the Drug Enforcement Administration (DEA).
6. **Reporting Changes in Employment Status:** Hospitals, related institutions, alternative health care systems, or employers are required to report to the Board any termination of employment of the physician assistant for any reason, including quality of care issues within 5 days of the termination.

Hospitals, related institutions, alternative health care systems, or employers are also required to report to the Board within 5 days any limitation, reductions or other changes of employment of the change of employment that might be grounds for disciplinary actions under Health Occupations Article, §15-314.

**\*\*Please note: Asterisks (\*) indicates meeting scheduled accordingly due to holidays.**