# Kentucky Board of Medical Licensure

310 Whittington Parkway, Suite 1B Louisville, KY 40222 502/429-7150 www.kbml.ky.gov

#### Application to Supervise a Physician Assistant KEEP THIS PAGE FOR FUTURE REFERENCE

#### THE SUPERVISING PHYSICIAN APPLICATION PDF CONTAINS FILLABLE FIELDS; HOWEVER, ORIGINAL SIGNATURES ARE REQUIRED. DO NOT SUBMIT HANDWRITTEN APPLICATIONS. The pdf can be located at: http://www.kbml.ky.gov/ah/pa.htm.

- 1. The Supplemental Application Scope of Practice of Physician Assistant (pages 12 & 13 of the Supervising Physician Application) is required to request additional scope of medical services and procedures only if the training has already been completed *(see Examples sheet).*
- 2. The supervising physician application fee is \$100 and must accompany the application. If you are TRANSFERRING supervision from a physician previously approved by the Board to supervise this physician assistant to another physician within the same practice/group, the fee is \$50.
- **3.** IMPORTANT: The Alternate Supervising Physician Agreement form must be submitted with the Supervising Physician Application if Non-Emergency Department, \*Urgent Care facilities must provide the Alternate Supervising Physicians Agreement form. Per Kentucky State Statute 311.854 Section 2 (c)(4) there must be one (1) or more physicians who agree in writing to accept responsibility for supervising the physician assistant in the absence of the supervising physician.

# Incomplete applications will be returned. **Retain a copy of the completed application for your records. Future requests for a copy of your application will necessitate an Open Records Request to the Board's legal department.**

The Physician Assistant Advisory Committee meets quarterly to review applications and make recommendations to the Board for final approval (meeting dates can be located on the Physician Assistant page of the Board's website). Should you wish to begin employing the physician assistant prior to the Board meeting, there are provisions for temporary licensure for a new physician assistant applicant for Kentucky licensure; OR, tentative approval for supervising the physician assistant whose Kentucky license is active. Please note that temporary licensure or tentative approval must be granted prior to the physician assistant providing services under your supervision.

Should you have any questions regarding the above, please contact Teresa Kleinhenz at (502) 429-7932.

#### **Definitions of Levels of Supervision**

It is necessary to indicate on the application the level(s) by which you will be supervising a physician assistant.

**Direct Supervision:** This means the supervising physician is actually in sight of the physician assistant when the physician assistant is performing the function requiring direct supervision. Although the physician may be performing some other task at the time, the supervising physician may immediately provide direction or assume the performance of the task if difficulties arise. This does not require that the physician is watching "over the shoulder" of the physician assistant as would be required during the training period to ensure that the physician assistant is competent to perform the task.

**On-site supervision**: Requires the physical presence of the supervising physician in the same location (i.e. the physician's office suite) as the physician assistant, but does not require the physical presence in the same room.

**Off-site supervision**: The supervising physician must be continuously available for direct communication with the physician assistant when the physician assistant is at a separate location than the practice address of the primary supervising physician by means of the line of communication specified by the primary supervising physician on his/her Application for Physician to Supervise Physician Assistant filed with the Kentucky Board of Medical Licensure.

Preston P Nunnelley, MD President

#### Kentucky Board of Medical Licensure 310 Whittington Parkway, Suite 1B Louisville, Kentucky 40222 Telephone: (502) 429-7150 www.kbml.ky.gov

The Supervising Application fee for the Supervising Physician Application is \$100. You may pay the required fee by check, money order, or credit card. Make your check or money order payable to the Kentucky Board of Medical Licensure or KBML. Payment must accompany the submission of the application.

Please complete the following information:

Matthew G. Bevin

Governor

Payment of this fee is for the application to supervise (name of physician assistant)
Submitted by (name of supervising physician)
Payment Type:
Check     Money Order       Check No.     Money Order No.       Amount:     Amount:
Credit Card  Credit Card Type (i.e. Visa, Mastercard, etc.): Amount: Credit Card Holder Name: Billing Address:
Email Address of Card Holder:
Credit Card Number:
Expiration Date Security Code

This form will be destroyed upon the processing of your payment.

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#### Kentucky Board of Medical Licensure 310 Whittington Parkway, Suite 1B Louisville, KY 40222

#### Application for Physician to Supervise Physician Assistant

This application is to be completed by the supervising physician and all contact information must be that of the supervising physician. KBML inquiries in regard to this application will be directed to the supervising physician at the contact information provided. Inquiries from the supervising physician to the KBML may be directed to the physician assistant licensing coordinator at (502) 429-7932.

This form is available in a "pdf" format, with fillable fields, on the KBML's website, <u>http://www.kbml.ky.gov/ah/pa.htm</u> Once completed, it must be printed, signed and returned to the KBML. Original signatures are required. Incomplete applications will be returned.

Person to contact with phone number and emai	l for Board questions:			
1. Name of physician assistant:		KY License	e No	
2. Name of supervising MD/DO*:		KY Licens	e No	
3. Primary practice address of MD/DO:	powealth of Kantuchy you must re	a waiver by atta	ching a latt	ar describing the
nature and extent of your practice in Kentucky. (KRS 311.854				
(Street, City, State, Zip)				
4. Telephone No	E-mail address:			
5. Is your KY medical/osteopathic license	e active and in good sta	nding?	Yes	No
6. If applicable, please list name(s) of phy to supervise:	vsician assistants for w	nom you have	previou	sly applied
7. Supervising physician professional a medical societies, hospital affiliations):	affiliations (e.g., Ame	rican boards,	Board	eligibility,
8. Describe the specialty/nature of your me	edical/osteopathic pract	ice:		

Physician Name:
elegated by you to the physician assistan es which are within your normal scope of ed must be limited to those for which th ram.):
e): Full-time (by you) Part-time (by yo

11. Levels of supervision that apply:	Direct	On-Site	*Off-Site (*letterhead required)
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\*\*\*(See cover sheet for definitions of levels of supervision)

12. Outline the specific parameters for review of countersignatures (what is the agreement you have with the physician assistant with regards to reviewing of charts):

13. If separate from your primary practice address listed on this application, list all locations in which the physician assistant will practice under your supervision if so, a letter on letterhead must include the following per statute: **311.860 Services performed in location separate from supervising physician --Nonseparate location -- Definition and exceptions**. (2) A supervising physician who uses the services of a physician assistant in an office or clinic separate from the physician's primary office shall submit for board approval a specific written request that describes the services to be provided by the physician assistant in the separate office or clinic, the distance between the primary office and the separate location, and the means and availability of direct communication at all times with the supervising physician.

(Note: you must have privileges to practice in each location listed.)

Supervising Physician Name: \_\_\_\_\_

14. Submitted with this application are the following:

- \_\_\_\_\_ Supervising Physician Application Fee and Fee Form
- \_\_\_\_ Affidavit of Supervising Physician (Non-Emergency Department)

- \_\_\_\_ Affidavit of Supervising Physician (Emergency Department)
- \_\_\_\_ Affidavit of Physician Assistant
- \_\_\_\_ Alternate Supervising Physician Agreement (if applicable)

## **Attestation**

By submitting this application and signing below, I understand and agree that any false or misleading statements provided in conjunction with this application to supervise a physician assistant and/or my failure to abide by the attestations contained in the supporting affidavit may result in discipline, including up to revocation, against my license to practice medicine or osteopathy in the Commonwealth of Kentucky.

Date: \_\_\_\_\_

Signature:

Printed Name:

KY License No.:

\*\*\* Original signatures required \*\*\* Return original to KBML/Faxes will not be accepted

Supervising Physician Name: \_\_\_\_\_

#### **Alternate Supervising Physician Agreement**

Note: If the supervising physician has submitted an Affidavit of Supervising Physician (Emergency Department) this Alternate Supervising Physician Agreement is not required.

Name of physician assistant: \_\_\_\_\_ KY License No. \_\_\_\_\_

Primary supervising MD/DO: KY License No.

Attestation of Alternative Supervising Physician(s)

In compliance with KRS 311.854 Section 2(c), I agree to serve as an alternative supervising physician for the above-named physician assistant in connection with patients under my care and/or in the absence of the primary supervising physician. In furtherance thereof, I attest as follows:

- 1) I have read and understand the definition of "supervision" set forth in KRS 311.840(6) and I agree that I will oversee and accept responsibility for the medical services rendered by the physician assistant when under my supervision.
- 2) When under my supervision, I understand and agree that the physician assistant is my agent and I have authorized the physician assistant to act on my behalf, and subject to my control, to the extent described in the primary application. (KRS 311.858(2))
- 3) I understand that the physician assistant may not practice independently (KRS 311.858(9)) and to that end:
  - a. I understand and agree that the physician assistant shall not submit direct billing for medical services and procedures. (KRS 311.858(6))
  - b. I understand and agree that the physician assistant shall only perform services in offices, clinics, hospitals, or other licensed health care facilities where I am also authorized to practice. (KRS 311.858(8) and 311.860)
  - c. I understand and agree that the scope of medical services and procedures to be performed by the physician assistant shall be limited to those described in the application and shall not exceed the normal scope of my own practice. (KRS 311.850(1)(j) and 311.854(2)(c))
- 4) When under my supervision, I understand and agree that I shall not allow the physician assistant to dispense controlled substances. (KRS 311.856(2))
- 5) When under my supervision, I understand and agree that I shall review and countersign a sufficient number of overall medical notes written by the physician assistant to ensure quality of care provided by the physician assistant. (KRS 311.856(11))

Supervising Physician Name:

- 6) I understand and agree that I shall notify the Board within three (3) business days if I cease to serve as an alternate supervising physician for the physician assistant or I have reason to believe in good faith that the physician assistant has violated any statute or regulation governing physician assistants. (KRS 311.858(13))
- 7) I understand and agree that any false or misleading statements provided in conjunction with this agreement and/or my failure to abide by the attestations contained herein may be grounds for discipline, including up to revocation, against my license to practice medicine or osteopathy in the Commonwealth of Kentucky. (KRS 311.595(1), (9) and/or (10))

Printed MD/DO Name(s)	KY License No.	Signature & Date

#### Attestation of Primary Supervising Physician

I have read the above and agree that the above-named physician(s) shall serve as alternative supervising physician(s) in my absence.

Date:	Signature:	
	Printed Name:	
	KY License No.:	

\*\*\* Original signatures required \*\*\*

Return original to KBML/Faxes will not be accepted

Supervising Physician Name: \_\_\_\_\_

# Affidavit of Supervising Physician (Non-Emergency Department)

I, \_\_\_\_\_, M.D./D.O., hereby certify that I am the person named in the application to supervise \_\_\_\_\_, PA-C, and being duly cautioned and sworn, I hereby affirm under oath as follows:

- 1) I have read and understand the definition of "supervision" set forth in KRS 311.840(6) and I agree that I will oversee and accept responsibility for the medical services rendered by the physician assistant.
- 2) I understand and agree that the physician assistant is my agent and I have authorized the physician assistant to act on my behalf, and subject to my control, to the extent described in the application. (KRS 311.858(2))
- 3) I understand that the physician assistant may not practice independently (KRS 311.858(9)) and to that end:
  - a. I understand and agree that the physician assistant shall not submit direct billing for medical services and procedures. (KRS 311.858(6))
  - b. I understand and agree that the physician assistant shall only perform services in offices, clinics, hospitals, or other licensed health care facilities where I am also authorized to practice. (KRS 311.858(8) and 311.860)
  - c. I understand and agree that the scope of medical services and procedures to be performed by the physician assistant shall be limited to those described in the application and shall not exceed the normal scope of my own practice. (KRS 311.850(1)(j) and 311.854(2)(c))
- 4) I understand and agree that I shall not allow the physician assistant to dispense controlled substances. (KRS 311.856(2))
- 5) I understand and agree that I shall review and countersign a sufficient number of overall medical notes written by the physician assistant to ensure quality of care provided by the physician assistant. (KRS 311.856(11))
- 6) I understand and agree that I shall reevaluate the reliability, accountability and professional knowledge of the physician assistant every two (2) years and in order to recommend approval or disapproval of licensure renewal to the Board. (KRS 311.856(12))
- 7) I understand and agree that I shall notify the Board within three (3) business days if I cease to supervise or employ the physician assistant, or I have reason to believe in good faith that the physician assistant has violated any statute or regulation governing physician assistants. (KRS 311.858(13))

Supervising Physicians Name: \_\_\_\_\_

8) I understand and agree that any false or misleading statements provided in conjunction with the application to supervise the physician assistant and/or my failure to abide by the attestations contained herein may be grounds for discipline, including up to revocation, against my license to practice medicine or osteopathy in the Commonwealth of Kentucky. (KRS 311.595(1), (9) and/or (10))

Further, the Affiant sayeth naught.

	Signature:	
	Printed Name:	
	License No.:	
STATE OF KENTUCKY		
COUNTY OF	) ss )	
Subscribed and swo	rn to before me by the Affiant,	M.D./D.O.,
thisday of	, 202 My commission expires on	·

#### NOTARY PUBLIC, STATE AT LARGE

ID #: \_\_\_\_\_

\*\*\* Original signatures required \*\*\* Return original to KBML/Faxes will not be accepted

Supervising Physician Name: \_\_\_\_

### Affidavit of Supervising Physician (Emergency Department)

Note: This affidavit is to be completed only by physicians applying to supervise physician assistants within an emergency department. These departments are typically governed by an incorporated entity, such as a healthcare system or hospital, and the physician assistants are typically employed by those entities. In such circumstances, the supervising physician typically does not have control over the practice schedule, environment or policies and procedures. If in doubt as to whether this affidavit applies to you, please contact the KBML's physician assistant licensing coordinator at (502) 429-7932.

I, \_\_\_\_\_, M.D./D.O., hereby certify that I am the person named in the application to supervise \_\_\_\_\_, PA-C, and being duly cautioned and sworn, I hereby affirm under oath as follows:

- 1) I have read and understand the definition of "supervision" set forth in KRS 311.840(6) and I agree that I will oversee and accept responsibility for the medical services rendered by the physician assistant.
- 2) I understand and agree that the physician assistant is my agent and I have authorized the physician assistant to act on my behalf, and subject to my control, to the extent described in the application. (KRS 311.858(2))
- 3) I understand and agree that the scope of medical services and procedures to be performed by the physician assistant under my supervision shall be limited to those described in the application and shall not exceed the normal scope of practice within the emergency department. (KRS 311.850(1)(j) and 311.854(2)(c))
- 4) Due to non-physician oversight of the emergency department and the variations in work schedules and multiple practice locations inherent to the practice of emergency medicine within incorporated health systems (e.g., Baptist Health, Norton Healthcare, St. Elizabeth, and university systems), I shall direct the physician assistant to abide by the following protocol for collaboration and clinician guidance:
  - a. The physician assistant may initiate evaluation and treatment in an emergency situation without specific approval. (KRS 311.858(3))
  - b. When the physician assistant and I are practicing in the same location and at the same time, I shall be responsible for providing the first line of support for the physician assistant. However, if I am unavailable (e.g., due to the focused management of a patient) and the physician assistant needs immediate support, the physician assistant shall contact another on-site physician in the emergency department or the on-call medical director for the emergency department.
  - c. When/if I am absent, the physician assistant shall collaborate with and seek guidance from other on-site physicians in the emergency department or the on-call medical director for the emergency department. If an on-site physician(s) and the on-call medical director are unavailable and physician assistant needs immediate support, the physician assistant shall contact me by phone.

Supervising Physicians Name: \_\_\_\_\_

- 1) To the best of my knowledge, the credentialing facility has
  - a. authorized the physician assistant to practice within the emergency department. (KRS 311.858(8))
  - b. will not allow the physician assistant to submit direct billing for medical services and procedures. (KRS 311.858(6))
  - c. will not allow the physician assistant to dispense controlled substances. (KRS 311.856(2))
- 2) I understand and agree that I shall review and countersign a sufficient number of overall medical notes written by the physician assistant to ensure quality of care provided by the physician assistant and in accordance with the policies and procedures of the credentialing facility. (KRS 311.856(11))
- 3) I understand and agree that I shall reevaluate the reliability, accountability and professional knowledge of the physician assistant every two (2) years and in order to recommend approval or disapproval of licensure renewal to the Board. (KRS 311.856(12))
- 4) I understand and agree that I shall notify the Board within three (3) business days if I cease to supervise the physician assistant or I have reason to believe in good faith that the physician assistant has violated any statute or regulation governing physician assistants. (KRS 311.858(13))
- 5) I understand and agree that any false or misleading statements provided in conjunction with the application to supervise the physician assistant and/or my failure to abide by the attestations contained herein may be grounds for discipline, including up to revocation, against my license to practice medicine or osteopathy in the Commonwealth of Kentucky. (KRS 311.595(1), (9) and/or (10))

Further, the Affiant sayeth naught.

	Signature:
	Printed Name:
	License No.:
STATE OF KENTUCKY )	
) ss COUNTY OF )	
Subscribed and sworn to before me by day of, 202 My commission	
<b>** Original signatures required ***</b>	NOTARY PUBLIC, STATE AT LARGE ID #: Return original to KBML/Faxes will not be accepted
original signatures required	Return original to RDML/Faxes will not be accepted

Name of Physician Assistant: Name of Supervising Physician:

#### **Affidavit of Physician Assistant**

I, \_\_\_\_\_, P.A.-C, being duly cautioned and sworn, hereby affirm under oath as follows:

1) Since your last employer, have you been convicted of a felony or misdemeanor by any State or Federal court?

\_\_\_\_Yes \_\_\_\_No

- 2) Are any criminal charges presently pending against you in any jurisdiction? \_\_\_\_Yes \_\_\_\_No
- 3) Has any hospital, hospital medical staff, or any other health care facility revoked, suspended, restricted, limited, reprimanded, placed on probation, or otherwise disciplined your privileges?

Yes No

4) Are you currently suffering from any condition (including any physical or mental condition or alcohol/chemical dependency or abuse) for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice as a physician assistant in a competent, ethical and professional manner?

\_\_\_\_Yes \_\_\_\_No

- 5) I understand and agree that I am the agent of the above-named supervising physician and I am authorized to act on his/her behalf, and subject to his/her control, to the extent described in the application. (KRS 311.858(2))
- 6) I understand that I may not practice independently (KRS 311.858(9)) and to that end:
  - a. I understand and agree that the I shall not submit direct billing for medical services and procedures. (KRS 311.858(6))
  - b. I understand and agree that I shall only perform services in offices, clinics, hospitals, or other licensed health care facilities where my supervising physician is also authorized to practice. (KRS 311.858(8) and 311.860)
  - c. I understand and agree that the scope of medical services and procedures to be performed by me shall be limited to those described in the application and shall not exceed the normal scope of my supervising physician's practice. (KRS 311.850(1)(j) and 311.854(2)(c))
- 7) I understand and agree that I shall not dispense controlled substances. (KRS 311.856(2))

Name of Physician Assistant: \_\_\_\_\_ Name of Supervising Physician: \_\_\_\_\_

- 8) I understand and agree that I shall notify the Board within three (3) business days if my supervising physician should cease to supervise or employ me for any reason. (KRS 311.858(13))
- 9) I understand and agree that any false or misleading statements provided in conjunction with the application for licensure, including my failure to abide by the attestations contained herein in support of the supervising physician's application to supervise a physician assistant, may be grounds for discipline, including up to revocation, against my license to practice as a physician assistant in the Commonwealth of Kentucky. (KRS 311.850(1)(a), (h), (j), and (s))

Further, the Affiant sayeth naught.

	Signature:	
	Printed Name:	
	PA License No.:	
STATE OF KENTUCKY )		
OUNTY OF )		
Subscribed and sworn to before n	ne by the Affiant, P.AC.,	
this day of, 202	My commission expires on	
	NOTARY PUBLIC, STATE AT LARGE	
	ID #:	

\*\*\* Original signatures required \*\*\* Return original to KBML/Faxes will not be accepted

### Kentucky Board of Medical Licensure 310 Whittington Parkway, #1B Louisville, KY 40222 (502) 429-7150 www.kbml.ky.gov

#### Supplemental Application Scope of Practice of Physician Assistant

\*\*\*On the job training needs to be completed prior to submitting.

Fax KY License Number and procedures not described in the initial
and procedures not described in the initial
at for this additional delegated scope of an accredited facility regarding this scope
dditional delegated scope of medical

Supervising Physician Name:
-----------------------------

13. Has this additional delegated scope of medical services and procedures received the blessing of your specialty society for delegation to a physician assistant? Yes No

#### 14. I attest that:

Name of Physician Assistant:

- A. All additional delegated scope of medical services and procedures are within my scope of practice.
- B. All additional delegated scope of medical services and procedures are appropriate to the physician assistant's education, training and level of competence.
- C. I accept responsibility for any care given by the named physician assistant.

#### **Affidavit of Applicant**

I, \_\_\_\_\_\_\_hereby state that I have made an adequate investigation and am of the opinion that the aforementioned physician assistant is possessed of good moral character and is both mentally and physically able to perform as a physician assistant with competence. I further state that as supervising physician, I will exercise control and supervision of the named physician assistant in accordance with the rules of the Kentucky Board of Medical Licensure and retain professional responsibility for the care and treatment of patients he/she sees as directed by me.

State of Kentucky

County\_\_\_

I, \_\_\_\_\_\_\_ hereby certify under oath that I am the person named in this application to supervise a physician assistant in the Commonwealth of Kentucky; that all statements I have made therein are true and the physician assistant will function under my supervision and responsibility.

Physician's Signature

Subscribed and sworn to before me by the above named applicant on this	day	, 20	
This application consists of 2 pages.			

Seal of Notary

Signature of Notary

My Commission expires:

The following are EXAMPLES of procedures that require the submission of the Supplemental Scope of Practice Application. These are examples only and are not intended to be a comprehensive list.

- Arterial line placement
- Biopsies
- Bone marrow aspirates
- Bronchoscopy
- Cardiac stress testing
- Central venous line placement
- Chemotherapy administration (?)
- Chest tube insertions/placement
- Colposcopy
- Cosmetic laser procedures for hair removal, vein & vascular lesions, scars, wrinkles
- Epidural or spinal catheters
- Facial filler injections and laser skin treatments
- Gastric band adjustments
- Intubation
- Large & small joint injections, trigger point injections, peripheral nerve blocks
- Lumbar punctures
- Myelograms
- Nerve block injections
- OB/GYN ultrasound
- Opthalmology: Yag laser capsulotomy
- Stem cell infusion
- Swan Ganz catheter placement
- Tilt table testing
- Ultrasound bed studies

#### **Definitions of Levels of Supervision**

**Direct Supervision:** This means the supervising physician is actually in sight of the physician assistant when the physician assistant is performing the function requiring direct supervision. Although the physician may be performing some other task at the time, the supervising physician may immediately provide direction or assume the performance of the task if difficulties arise. This does not require that the physician is watching "over the shoulder" of the physician assistant as would be required during the training period to ensure that the physician assistant is competent to perform the task.

**On-site supervision**: Requires the physical presence of the supervising physician in the same location (i.e. the physician's office suite) as the physician assistant, but does not require the physical presence in the same room.

**Off-site supervision:** The supervising physician must be continuously available for direct communication with the physician assistant when the physician assistant is at a separate location than the practice address of the primary supervising physician by means of the line of communication specified by the primary supervising physician on his/her *Application for Physician to Supervise Physician Assistant* filed with the Kentucky Board of Medical Licensure.