



SUBJECT: Subject Matter Expert (SME) Criteria & Expectations Expert Consultant & Practice Monitor Selection	DATE ADOPTED: MAY 21, 1999 (Revised May 2015)
APPROVED BY: PHYSICAL THERAPY BOARD OF CALIFORNIA	PAGE: 1 OF: 2

POLICY: The Physical Therapy Board of California (PTBC) reviews all candidate applications for SME positions using the following selection criteria. Individuals selected shall adhere to the expectations below. SME’s may be used as consultants for disciplinary cases or practice monitors.

SELECTION CRITERIA

The candidate must:

1. Hold a current and valid California physical therapy license to practice physical therapy for five (5) years prior to the approval below.
2. Submit a Curriculum Vitae with application. The Curriculum Vitae shall include a summary of educational and academic background as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details of the candidate’s physical therapy background.
3. Not have been the subject of disciplinary action by the PTBC. Disciplinary action is defined as the filing of an Accusation, Statement of Issues, or Public Letter of Reprimand that was not dismissed.
4. Not be the subject of a pending investigation, including a case pending at the Attorney General’s Office, for violations of any laws relating to the practice of physical therapy, or other licensing laws or criminal violations.
5. Not have been the subject of a PTBC investigation that was closed with merit within five (5) years prior to approval or assignment as an expert.

EXPECTATIONS

Once selected, an expert must:

6. Not have a conflict of interest regarding the case or practice to be reviewed or monitored. If such conflict is identified after the expert is selected, the expert shall immediately notify PTBC and disclose the details of the conflict.
7. Adhere to the terms and conditions of the Consulting Services Contract and the task order.

8. Be available to conduct onsite review of records when requested by PTBC.
9. Cooperate with the PTBC staff and its representatives, including the PTBC probation monitor, Division of Investigation, Attorney General's Office, and other consultants, as necessary.
10. Be available to testify at administrative hearings and consult with the Attorney General's Office.
11. Complete case review and provide written report(s) as directed by the Executive Officer or PTBC staff.
12. Maintain confidentiality of the information provided to the expert. The expert is prohibited from divulging, disseminating or otherwise making the information available to any other person or entity, unless required by law or permitted by PTBC.
13. Maintain records provided by PTBC in a secured location, accessible only to the expert or monitor.

BACKGROUND: The above criteria and expectations were developed in order to assure fair and processing of PTBC enforcement cases in the most cost-effective and timely manner.

IMPLEMENTATION: Effective immediately