# Washington State Chiropractic Quality Assurance Commission Policy/Procedure

Title:	Policy for Considering Requests for Additions or Changes to the Commission Classified List of	Number:
	Chiropractic Procedures and Instrumentation WAC 246-808-505	CH-6-12-14
Contact:	Program Manager	
Effective Date:	June 12, 2014	
Approved:	Gary L. Smith, DC, Chair, Chiropractic Quality	
	Assurance Commission	

#### **PURPOSE:**

The Chiropractic Quality Assurance Commission (commission) has established the following policy and procedure for considering requests for additions or changes to the Commission Classified List of Chiropractic Procedures and Instrumentation. The goals of this policy are to ensure:

- a comprehensive evidence-based decision-making process for considering each request,
- transparency and strong participation of stakeholders in the review process, and,
- fully documented and accessible records on all request decisions.

#### **POLICY:**

<u>Step 1</u> - Anyone requesting additions or changes to the list must complete the list addition or change request form, <u>Form 1</u> (attached to this policy).

<u>Step 2</u> – The request is added to the next available Commission meeting agenda, which is distributed to all stakeholders. At the open public meeting, the Commission conducts initial review of request of <u>Form 1</u>, determines if the request will be considered, and if it is to be considered, the priority of the review of the request. Requests may not be considered for several reasons including, for example, that the procedure or instrument requested clearly is not relevant to the practice of Chiropractic in the State of Washington.

<u>Step 3</u> - If the Commission decides to consider the request, it is given to the Instrumentation and Procedure/Standard of Care Committee for review based on the priority established by the Commission.

<u>Step 4</u> – The Instrumentation and Procedure/Standard of Care Committee researches the request with the assistance of staff and the assigned Assistant Attorney General if

necessary. All educational, scientific, and regulatory source materials relevant to the request are obtained and provided to the Committee members.

<u>Step 5</u> – The Instrumentation and Procedure/Standard of Care Committee discusses the request during the Committee meeting portion of the Commission's open meeting agendas and completes the list request review form, <u>Form 2</u> (attached to this policy).

<u>Step 6</u> - Instrumentation and Procedure/Standard of Care Committee presents <u>Form 2</u> to the full Commission.

<u>Step 7</u> – The Commission makes a final decision regarding the request and the decision is recorded on <u>Form 3</u> (attached to this policy).

<u>Step 8</u> – Staff informs the requester of the Commission decision.

<u>Step 9</u> – The complete file on the decision, including the forms and all background research and materials, is maintained in the Commission office and is also made available online at the Commission's website.

This policy is effective June 12, 2014 and remains in effect until the commission withdraws the policy.

Sary Smith		
	6/12/14	
Gary L. Smith, DC, Chair	Date	



## **Chiropractic Quality Assurance Commission**

Request for an Addition or Change to the Commission Classified List of Chiropractic Procedures and Instrumentation (Form 1)

WAC 246-808-505

Procedure or	
Instrument Requested	
Requester's Name	
Mailing Address	
Phone Number(s)	
Email Address	

1. Describe your request for an addition or change to the Commission Classified List of Chiropractic Procedures and Instrumentation.

2. What is the relationship of the procedure or instrument to chiropractic care in the State of Washington.

3.	Describe the scientific basis and research relevant to the procedure or instrument. Please cite and include a copy of your references.
4.	Identify and describe evidence of the potential risks and benefits of the procedure or
	instrument to chiropractic patients.
5.	Is the procedure or instrument taught in accredited chiropractic colleges? If yes, identify the colleges, when was it was added to their curricula, and the hours of education and
	training provided.
The Co	ommission may request further information as necessary.
Signatu	



Procedure or Instrument

## **Chiropractic Quality Assurance Commission**

Instrumentation and Procedure/Standard of Care Committee

Q&A Regarding Request for Additions or Changes to the Commission Classified List of Chiropractic Procedures and Instrumentation (Form 2)

WAC 246-808-505

Requested		
Requester's Na	ame	
Date Form Co	mpleted	
1.		ion of the requested procedure or instrument by chiropractors consistent with RCW re any other statutes implicated?
2.	How relevinstrument	vant and thorough is current research regarding the scientific basis for the procedure or it?
3.		extent would the procedure or instrument impact directly and positively on chiropractic estate of Washington?

4.	What are the risks and benefits of the procedure or instrument to patients? To what extent do the benefits outweigh the risks?
5.	To what extent is utilizing the procedure or instrument taught in accredited chiropractic colleges
6.	Is the current status of the instrument or procedure generally viewed as experimental or for use in research only?
7.	Would approval of the instrument or procedure be viewed as controversial by the profession or
	other stakeholders?

8	3.	Other factors the Committee considered in the review of the request:
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,	€.	Committee Recommendation: (Check One)
		Use Of The Procedure Or Instrument Is Approved, And Should Be To Be Added To The List
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		Use Of The Procedure Or Instrument Is Not Approved, And Should Be Prohibited
		Use Of The Procedure Or Instrument Is Not Approved, But May Be Reconsidered Later

Use Of The Procedure Or Instrument Is Not Approved, But May Be Used On An Investigational or Research Basis

Decision Should Be Deferred Until A Full Rules Process Is Conducted By The Commission



## **Chiropractic Quality Assurance Commission**

Instrumentation and Procedure/Standard of Care Committee

Decision Regarding Request for Additions or Changes to the Commission Classified List of Chiropractic Procedures and Instrumentation (Form 3)

WAC 246-808-505

Procedure or Instrument	
Requested	
Requester's Name	
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Date of Decision	

#### **Commission Decision**

Use Of The Procedure Or Instrument Is Approved, And Is Added To The List
Use Of The Procedure Or Instrument Is Not Approved, And Is Prohibited
Use Of The Procedure Or Instrument Is Not Approved, But May Be Reconsidered Later
Use Of The Procedure Or Instrument Is Not Approved, But May Be Used On An Investigational or Research Basis
Decision Is Deferred Until A Full Rules Process Is Conducted By The Commission