

## Washington State Chiropractic Quality Assurance Commission Policy/Procedure

<b>Title:</b>	Policy for Considering Requests for Additions or Changes to the Commission Classified List of Chiropractic Procedures and Instrumentation <a href="#">WAC 246-808-505</a>	Number: CH-6-12-14
<b>Contact:</b>	Program Manager	
<b>Effective Date:</b>	June 12, 2014	
<b>Approved:</b>	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:**

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

Step 2 – 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 Form 1, 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.

Step 3 - 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.

Step 4 – 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.

Step 5 – 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, Form 2 (attached to this policy).

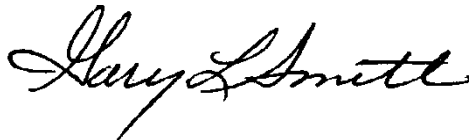
Step 6 - Instrumentation and Procedure/Standard of Care Committee presents Form 2 to the full Commission.

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

Step 8 – Staff informs the requester of the Commission decision.

Step 9 – 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.



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Gary L. Smith, DC, Chair

6/12/14

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Date









8. Other factors the Committee considered in the review of the request:

9. Committee Recommendation: (Check One)

	Use Of The Procedure Or Instrument Is Approved, And Should Be To Be Added To The List
	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	
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