

ARIZONA STATE BOARD OF PODIATRY EXAMINERS
SUBSTANTIVE POLICY STATEMENT REGARDING BOARD POLICIES
AND PROCEDURES NOTIFYING ALL LICENSEES THAT THE BOARD IS ADOPTING THE
FOLLOWING GUIDELINES AS A MODEL POLICY FOR THE UTILIZATION OF
MEDICAL ASSISTANTS IN THE PRACTICE OF PODIATRY

SPS 12-01

This Substantive Policy Statement is advisory only. A Substantive Policy Statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this Substantive Policy Statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes §41-1033 for a review of the document.

Podiatric physicians licensed by the State of Arizona are permitted to hire allied health professionals including medical assistants to assist them in the care and treatment of their patients. The Arizona Board of Podiatry Examiners adopts the following guidelines regarding the scope of activities medical assistants should or should not be permitted to perform in a podiatric practice office:

Medical assistants may perform the following administrative tasks:

- Ordering, storing supplies, stocking of treatment rooms.
- Cleaning treatment rooms.
- Answering phones.
- Scheduling appointments.
- Greeting and checking in patients.

Medical assistants may perform the following clinical tasks providing that the supervising physician ensures that the medical assistant has been properly trained to perform such tasks:

- Taking medical histories.
- Taking and recording vital signs.
- Explaining treatment procedures to patients.
- Taking off patient's shoes and putting them back on.
- Clipping toenails.
- Applying bandages to the feet.
- Preparing the patient for a procedure.
- Taking and developing x-rays, if the medical assistant is properly certified by the Arizona Medical Radiologic Technology Board of Examiners.

- Casting for orthotics and other orthopedic appliances.
- Performance, but not interpretation, of noninvasive peripheral arterial exams utilizing ultrasound, Doppler, “Padnet” or other similar devices.
- Administer oral medications at the direction of the supervising physician.
- Making surgical packs.
- Administering physical therapy modalities.

Medical assistants should not be permitted to perform the following:

- Any type of injection.
- Any procedure involving the use of a scalpel.
- Any invasive procedure except venipuncture.

(Adopted at the Arizona Board of Podiatry Examiners meeting on December 12, 2012.)

**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT
STATE OF ARIZONA BOARD OF PODIATRY EXAMINERS**

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referred:**

Notification to existing active licensees and applicants applying for a podiatry license that as part of the policy governing the practice of podiatry the Board has adopted guidelines regarding the scope of activities which a Medical assistant should or should not be permitted to perform in a podiatry medical office. This Board policy is number SPS 12 – 01.

2. **Date the substantive policy statement was issued and the effective date of the policy statement is different from the issuance date:**

The substantive policy statement was adopted by the Board on December 12, 2012 and became effective on that date.

3. **Summary of the contents of the substantive policy statement:**

The statement provides notice to new license applicants and existing licensees of the guidelines adopted by the Board with regard to Medical assistants working in podiatry medical offices.

4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new statement.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Sarah Penttinen, Executive Director

Address: 1400 W. Washington St., #230, Phoenix, AZ 85007.

Telephone: (602) 542-3095

Fax: (602) 542-3093

6. **Information about where a person may obtain a copy of the substantive policy statement and the cost of obtaining a copy of the statement:**

A request may be directed to the address or phone number above. The cost for obtaining a copy of the statement is \$.25 per page.