

ation, or disapproval of an application for certification. The Committee may report to the Board any alleged unauthorized practice of a physician assistant, or any conduct of a supervising physician or a physician assistant that may be cause for disciplinary action.

To perform delegated medical acts, a physician assistant must obtain an approved job description from the State Board of Physician Quality Assurance. The Committee evaluates the qualifications of the physician assistant for delegated medical acts to be performed under that job description and recommends that the Board approve, modify, or reject the application for a job description. The Board, on review of the Committee's recommendation, may approve, modify, or deny a request for certification.

The Committee's seven members are appointed to three-year terms by the State Board of Physician Quality Assurance (Code Health Occupations Article, secs. 15-101 through 15-502).

PSYCHIATRIST ASSISTANT ADVISORY COMMITTEE

Sheila K. Riggs, *Chair*

The Psychiatrist Assistant Advisory Committee was established in 1981 within the State Board of Medical Examiners. The Committee advises the State Board of Physician Quality Assurance concerning the profession of psychiatrist assistant in matters such as examination and certification, regulations, and standards of professional conduct.

RESPIRATORY CARE PROFESSIONAL STANDARDS COMMITTEE

Martin Melvin, R.R.T., *Chair*

Authorized in 1988, the Respiratory-Care Professional Standards Committee was formed in 1990 (Chapter 127, Acts of 1988). The Committee advises the State Board of Physician Quality Assurance on regulations governing the practice of respiratory care, and the approval, modification, or disapproval of an application for certification. The Committee refers to the Board any allegation of unauthorized practice by a respiratory care practitioner or conduct by a supervising physician or respiratory care practitioner that may be cause for disciplinary action.

OPERATIONS

Robert W. Eastridge, *Deputy Secretary
for Operations*

201 West Preston St.
Baltimore, MD 21201-2399 (410) 767-5502

Operations supports the Department through financial planning, expenditure control, personnel management, data processing, general services, grants administration, and capital construction. The Deputy Secretary also aids the Secretary of

Health and Mental Hygiene in matters that involve other State agencies, the legislature, the gubernatorial staff, and the federal government.

Under the Deputy Secretary are four administrations: Financial Planning; Fiscal Services; General Services; and Personnel Services.

OFFICE OF COMMUNITY RELATIONS

Michael R. Carter, *Director*

(410) 767-6600

The Office of Community Relations began under the Personnel Services Administration and was placed under Operations in 1994. The Office monitors Department programs and health care providers to assure that they comply with civil rights laws, mandates, and regulations. For the same purpose, the Office monitors personnel management, services, and procurement procedures of the Department. The Office also develops and monitors programs for equal opportunities for employment, including affirmative action, on-site review, outreach recruitment, and complaint processing. In addition, the Office develops and monitors programs for equal access to health care and for minority business participation in State contracts.

OFFICE OF GOVERNMENTAL AFFAIRS

Richard A. Proctor, *Chief*

(410) 767-6480

The Office of Governmental Affairs oversees constituent services and governmental relations.

OFFICE OF PLANNING & CAPITAL FINANCING

Elizabeth G. Barnard, *Chief*

(410) 767-6816

The Office of Planning and Capital Financing began as the Office of Planning and Policy Management and received its present name in 1994. The Office prepares the Department's annual Executive Plan, the Five-Year Capital Improvement Plan, the Master Facilities Plan, and twenty individual facility plans. The Office also is responsible for the Department's annual capital budget, real estate transactions, and bond bill submission. Internal policies and procedures are developed and promulgated through the Office. The Office also conducts special studies requested by the Secretary of Health and Mental Hygiene or the legislature.

OFFICE OF PUBLIC RELATIONS

Jeanette Duerr, *Chief*

(410) 767-6490

The Office of Public Relations directs public affairs of the Department and coordinates them with departmental officials, local health officers, and the Governor's Office. The Office also arranges special events and disseminates employee information.