



SUBJECT MATTER EXPERT (SME) CRITERIA & EXPECTATIONS

EXPERT CONSULTANT & PRACTICE MONITOR SELECTION

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 as practice monitors.

SELECTION CRITERIA

The candidate must:

1. Hold a current and valid California physical therapist license for at least five (5) years.
2. Perform actual hands-on patient related tasks as part of the candidate's current practice.
3. 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.
4. 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.
5. 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.
6. 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 consultant.

EXPECTATIONS

Once selected, an expert consultant must:

7. 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.
8. Adhere to the terms and conditions of the Expert Consultant Contract and the Task Order.

9. Be available to conduct onsite review of records when requested by PTBC.
10. Cooperate with the PTBC staff and its representatives, including the PTBC probation monitor, Division of Investigation, Attorney General's Office, and other expert consultants, as necessary.
11. Be available to testify at administrative hearings and consult with the Attorney General's Office, as necessary.
12. Complete case review and provide written report(s) in a timely manner as directed by the Executive Officer or PTBC staff.
13. 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.
14. Maintain records provided by PTBC in a secured location, accessible only to the expert consultant or practice monitor.

Adopted May 1999
Revised May 2015
Revised Sept. 2024