

**VIRGINIA BOARD OF NURSING  
EDUCATION INFORMAL CONFERENCE COMMITTEE  
MINUTES  
July 9, 2014**

TIME AND PLACE: The meeting of the Education Informal Conference Committee was convened at 9:03 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Board Room 4, Henrico, Virginia.

MEMBERS PRESENT: Jane Ingalls, RN, Ph.D., Chairperson  
Guia Calliwagan, RN, M.A.N.

STAFF PRESENT: Jay P. Douglas, MSM, RN, CSAC, FRE, Executive Director  
Paula B. Saxby, R.N., Ph.D., Deputy Executive Director  
Charlette Ridout, RN, MS, Senior Nursing Education Consultant  
Beth Yates, Administrative Assistant

CONFERENCES SCHEDULED:

**REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS**

**Provisional Approval Survey Visit**

**Gee's Career Training Institute – PN Program - Woodbridge**

Gifty Kotey, owner and Francis Drayton, Program Director were in attendance.

At 9:49 a.m. Ms. Caliwigan moved that the Education informal conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Gee's Career Training Institute. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:00 a.m.

Ms. Caliwigan moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend to deny provisional approval for failure to provide a complete application that meets Board of Nursing Regulations.

The Committee recessed at 10:02

The Committee reconvened at 10:08

### **Provisional Approval Survey Visit**

#### **Medical Solutions – PN Program - Danville**

Lakesha Reed, Owner/Director was in attendance.

At 10:28 a.m. Ms. Caliwagan moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Medical Solutions. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:49 a.m.

Ms. Caliwagan moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend to place the program on conditional approval pending receipt and review by the Board of a successful site visit and review of the entire curriculum materials. The admission of students is not granted.

### **Nurse Aide Program Request to use a CNA as a Resource Person**

#### **Tidewater Medical Training - Hampton**

Christine Smith, Director was in attendance.

At 11:01 a.m. Ms. Caliwagan moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Tidewater Medical Training. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 11:18 a.m.

Ms. Caliwagan moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend to continue approval of the program and approve the request pending receipt and review of the checklist/s used by the CNA resource person and submission of the job description of the CNA resource person position.

**Conditional Approval Survey Visit of a Nurse Aide Program and Request to use a CNA as a Resource Person**

**Royal Career Institute, LLC- King William**

Dr. Antionique Jones, Owner/Director was in attendance.

At 11:54 p.m. Ms. Caliwagan moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Royal Career Institute, LLC. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

Ms. Ridout left the meeting at 11:54.

Ms. Ridout returned at 12:03.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 12:08 p.m.

Ms. Caliwagan moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend to continue program approval and to deny the request of the CNA as a faculty assistant.

The Committee recessed at 12:15

The Committee reconvened at 12:48

Ms. Douglas left the meeting at 12:50.

**Request for Curriculum Change**

**J. Sargeant Reynolds Community College – PN Program - Richmond**

**Action:** Recommend to continue full approval and accept the curriculum change as information.

**Request for Curriculum Change**

**Virginia Beach Practical Nursing Program – PN Program – Virginia Beach**

**Action:** Recommend to continue full approval and accept the curriculum change as information

**Voluntary Closing**

**Lafayette School of Practical Nursing – Williamsburg**

**Action:** Recommend to accept as information.

**Voluntary Closing**

**Southampton Memorial Hospital – PN Program - Franklin**

**Action:** Recommend to accept as information.

**Information Only – Not offering PN Program Fall 2014-2015**

**Hanover County Public Schools – PN Program - Hanover**

**Action:** Recommend to accept as information.

Meeting adjourned at 1:00 p.m.

---

Paula B. Saxby, R.N., Ph.D.  
Deputy Executive Director

---

Charlette Ridout, R.N., M.S.  
Senior Nursing Education Consultant