

**VIRGINIA BOARD OF NURSING
SPECIAL CONFERENCE COMMITTEE
October 4, 2017**

TIME AND PLACE: The meeting of the Special Conference Committee of the Board of Nursing was convened at 9:10 A.M., on October 4, 2017 in Board Room 3, Suite 201, Department of Health Professions, 9960 Mayland Drive, Henrico, Virginia.

MEMBERS PRESENT: Marie Gerardo, M.S., R.N., A.N.P.-B.C., Chairperson
Alice Clark, Citizen Member

STAFF PRESENT: Jodi Power, R.N., J.D., Senior Deputy Executive Director
Robin Hills, D.N.P., R.N., W.H.N.P., Deputy Executive Director

OTHERS PRESENT: Tammie Jones, Adjudication Specialist
Senior Nursing students and faculty from Hampton University

CONFERENCES
SCHEDULED: **Melissa Woods, R.N. 0001-178056**
Ms. Woods appeared.

CLOSED MEETING: Ms. Clark moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 10:24 A.M. for the purpose of deliberation to reach a decision in the matter of Ms. Woods. Additionally, Ms. Clark moved that Ms. Power, Dr. Hills and Ms. Jones attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations. The motion was seconded and carried unanimously.

RECONVENTION: The Committee reconvened in open session at 11:02 A.M.

Ms. Clark moved that the Special Conference Committee of the Board of Nursing certify that it 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. The motion was seconded and carried unanimously.

ACTION: Ms. Clark moved to offer Melissa Woods a Consent Order for Reprimand and Indefinite Suspension of her professional nursing license, with said Suspension Stayed contingent upon verification of Ms. Woods' entry into the Health Practitioner's Monitoring Program (HPMP) and remaining in compliance with HPMP. The motion was seconded and carried unanimously.

This Consent Order shall be effective upon endorsement of its findings, conclusions, and terms of consent by both Ms. Woods and the Board.

CONFERENCES

SCHEDULED:

Kathryn Smith, L.P.N. 0002-079963

Ms. Smith appeared.

CLOSED MEETING:

Ms. Clark moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 12:23 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Smith. Additionally, Ms. Clark moved that Ms. Power, Dr. Hills and Ms. Jones attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations. The motion was seconded and carried unanimously.

RECONVENTION:

The Committee reconvened in open session at 1:19 P.M.

Ms. Clark moved that the Special Conference Committee of the Board of Nursing certify that it 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. The motion was seconded and carried unanimously.

ACTION:

Ms. Clark moved to issue an Order of Reprimand to Kathryn Smith and require Ms. Smith to provide proof of completion of the following five NCSBN courses within 90 days of entry of the Order: "*Professional Accountability & Legal Liability for Nurses*", "*Documentation: A Critical Aspect of Client Care*", "*Righting a Wrong: Ethics and Professionalism in Nursing*", "*Sharpening Critical Thinking Skills*" and "*Disciplinary Actions: What Every Nurse Should Know*". The motion was seconded and carried unanimously.

An Order will be entered. As provided by law, this decision shall become a Final Order thirty days after service of such order on Ms. Smith unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Smith within such time. If service of the order is made by mail, three additional days shall be added to that period. Upon such timely request for a formal hearing, the Order shall be vacated.

The Committee recessed at 1:20 P.M.

The Committee reconvened at 2:11 P.M.

CONFERENCES

SCHEDULED:

Lillie Harris, L.P.N. 0002-016811

Ms. Harris appeared.

CLOSED MEETING:

Ms. Clark moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 3:26 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Harris. Additionally, Ms. Clark moved that Ms. Power, Dr. Hills and Ms. Jones attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations. The motion was seconded and carried unanimously.

RECONVENTION:

The Committee reconvened in open session at 4:15 P.M.

Ms. Clark moved that the Special Conference Committee of the Board of Nursing certify that it 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. The motion was seconded and carried unanimously.

ACTION:

Ms. Clark moved to issue an Order of Reprimand to Lillie Harris and require Ms. Harris to provide proof of completion of the following three NCSBN courses within 90 days of entry of the Order: "*Professional Accountability & Legal Liability for Nurses*", "*Documentation: A Critical Aspect of Client Care*", and "*Sharpening Critical Thinking Skills*". The motion was seconded and carried unanimously.

An Order will be entered. As provided by law, this decision shall become a Final Order thirty days after service of such order on Ms. Harris unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Harris within such time. If service of the order is made by mail, three additional days shall be added to that period. Upon such timely request for a formal hearing, the Order shall be vacated.

CONFERENCES

SCHEDULED:

Rebecca Tolbert, L.P.N. 0002-053554

Ms. Tolbert appeared, accompanied by her sister, Catherine Tolbert.

CLOSED MEETING:

Ms. Clark moved that the Special Conference Committee of the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 5:16 P.M. for the purpose of deliberation to reach a decision in the matter of Ms. Tolbert. Additionally, Ms. Clark moved that Ms. Power, Dr. Hills and Ms. Jones attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations. The motion was seconded and carried unanimously.

RECONVENTION:

The Committee reconvened in open session at 6:05 P.M.

Ms. Clark moved that the Special Conference Committee of the Board of Nursing certify that it 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. The motion was seconded and carried unanimously.

ACTION:

Ms. Clark moved to issue an Order of Reprimand to Rebecca Tolbert and place Ms. Tolbert on Probation with terms for not less than 2 years employment as a licensed practical nurse. The motion was seconded and carried unanimously.

An Order will be entered. As provided by law, this decision shall become a Final Order thirty days after service of such order on Ms. Tolbert unless a written request to the Board for a formal hearing on the allegations made against her is received from Ms. Tolbert within such time. If service of the order is made by

mail, three additional days shall be added to that period. Upon such timely request for a formal hearing, the Order shall be vacated.

ADJOURNMENT: The Board adjourned at 6:10 P.M.

A handwritten signature in black ink that reads "Josh Power". The signature is written in a cursive, flowing style.

Josh Power, R.N., J.D.
Senior Deputy Executive Director