

Virginia Board of Nursing OFFICER MEETING

January 26, 2022 Minutes

Time and Place: The Board of Nursing Officer meeting was convened at 8:00 A.M. on January 26, 2022 in Board Room 3, Department of Health Professions, 9960 Mayland Drive, Suite 201, Henrico, Virginia.

Board Members Present: Brandon Jones, MSN, RN, CNE, NEA-BC; President, Chairperson
Cynthia Swineford, RN, MSN, SNE; First Vice-President
Felisa Smith, PhD, MSA, RN, CNE; Second Vice-President

Staff Members Present: Jay P. Douglas, RN, MSM, CSAC, FRE

1. Board of Nursing Officers' roles and development needs.
 - Brandon Jones; President, informed officers of the placement of the DHP mission on agendas and the importance of helping Board members focus on the mission of public protection. Mr. Jones and Ms. Swineford noted their appreciation for having hearing scripts ahead of time to assist in their preparation.
 - General Discussion regarding best practices and tips related to ensuring participation of all Board members in meetings and hearings. The content of the Board of Nursing officer roles document provided during elections was referenced.
 - Mr. Jones stated that he thought it would be beneficial if the Board had a better understanding of both the staff work that occurs behind the scenes and the various Deputy roles. This could be included in the future training opportunities.
 - Ms. Douglas suggested that Dr. Smith, Second Vice President, be scheduled to preside over a formal hearing in the near future so that she gains some experience in the event there is a need for her to serve as a presiding officer.
2. Discussion of possible topics for 2022 Board Member Training session

The officers brainstormed topics that they thought would be beneficial to the board members with the following possibilities:

- Probable cause review
- Agency Subordinate process
- Board counsel hearing training
- Licensure overview
- Compliance overview

Virginia Board of Nursing
Officer Meeting Minutes
January 26, 2022

Board Members agreed that conducting Board member training sessions and committee meetings on a Tuesday after the business agenda was a preferable time for such activities.

There was an agreement that there would not be any training at the March meeting as this will be considered the Boards Annual business meeting and an in depth review of annual reports would be conducted at this meetings.

Ms. Douglas was directed to ask Ms. Mitchell, Board Counsel, if she would provide training at the May 2022 meeting.

The meeting was adjourned at 9:00 A.M.