

**APPROVED**

**VIRGINIA BOARD OF LONG –TERM CARE ADMINISTRATORS  
INFORMAL CONFERENCE COMMITTEE  
MINUTES**

The Virginia Board of Long-Term Care Administrators Special Conference Committee convened for an informal conference on Tuesday, March 11, 2008 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Suite 201, Conference Room #4, Richmond, Virginia.

**COMMITTEE MEMBERS PRESENT:**

Mary Smith, NHA, Presiding Chair  
Kathleen R. Fletcher, MSN

**DHP STAFF PRESENT:**

Lisa R. Hahn, Executive Director  
Emily A. Field, Adjudication Specialist  
Rashaun K. Minor, Discipline Operations Manager

**OTHERS PRESENT:**

Gail Glass (Respondent's Aunt)

**MATTER SCHEDULED**

**Respondent: Kelly Lynn McGuirk Sams, Administrator-In-Training (AIT)**  
**Case Number: 101951**

**CALLED TO ORDER**

Ms. Smith called the conference to order at 9:40 a.m.

**DISCUSSION**

Ms. Sams appeared before the Committee in person in accordance with the Notice of the Board dated January 29, 2008.

The Committee fully discussed with Ms. Sams that she must demonstrate that she meets the requirements of 18 VAC 95-20-220 and has completed the terms and conditions set forth in the Consent Order entered August 2, 2007, specifically:

1. Ms. Sams shall obtain a new, Board-approved preceptor. As part of the Board approval process, the preceptor shall certify in writing to the Board that he or she has received and read a copy of the complete Board Order for Ms. Sams.
2. Ms. Sams shall provide written proof from the Board-approved preceptor of successful completion of an Administrator-in-Training (“AIT”) program consisting of the following actual hours:
  - a. 115 hours in nursing;
  - b. 40 hours in activities; and
  - c. 45 hours in the practical application of ethics, and the responsibilities and appropriate behaviors of nursing home administrators.
3. Ms. Sams shall ensure that the Board-approved preceptor submits detailed “Monthly Reports of Administrator-in-Training” for each month to the Board by the tenth day of each successive month.
4. Ms. Sams shall complete one or more courses in ethics for nursing home administrators, consisting of at least six contact hours, in compliance with 18 VAC 95-20-175(B) of the Regulations Governing the Practice of Nursing Home Administrators. Ms. Sams shall submit written certification of her completion of the course(s) within 10 days of course completion.

Ms. Sams advised the Committee she is scheduled to sit for the National exam March 19, 2008.

## **CLOSED SESSION**

Upon a motion by Ms. Fletcher and duly seconded by Ms. Smith, the Committee convened a closed meeting pursuant to §2.2-3711.A (28) of the *Code of Virginia*, for the purpose of deliberation to reach a decision in the matter of Ms. Sams. Additionally, Ms. Fletcher moved that Ms. Hahn, Ms. Field, and Ms. Minor attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee its deliberations. The vote was unanimous in favor of the motion.

## **OPEN SESSION**

Ms. Fletcher certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the *Code of Virginia* and the Committee re-convened in open session.

## **DECISION**

Ms. Field read the Findings of Fact and Conclusions of Law adopted by the Committee. A summary of the Findings of Fact and Conclusions of Law are as follows:

1. Ms. Sams obtained a new, Board-approved preceptor and the Preceptor certified in writing to the Board that he had received and read a copy of the complete Board Order for Ms. Sams. The Preceptor submitted detailed “Monthly Reports of Administrator-in-Training” each month to the Board.
2. Ms. Sams provided written proof of successful completion of an Administrator-in-Training (“AIT”) program consisting of actual hours: 115 hours in nursing, 40 hours in activities, and 45 hours in the practical application of ethics, and the responsibilities and appropriate behaviors of nursing home administrators; however, Ms. Sams has not fully complied with at least one or more courses in ethics for nursing home administrators consisting of at least six (6) contact hours.
3. Ms. Sams is scheduled to sit for the national examination.

The decision was read by Ms. Field:

1. Kelly McGuirk Sams licensure application by examination shall be APPROVED.
2. Ms. Sams shall complete three (3) classroom contact hours in an ethics course in compliance with 18 VAC 95-20-175(B) of the Regulations Governing the Practice of Nursing Home Administrators. Ms. Sams shall submit written certification of her completion of the course within 10 days of course completion, but prior to March 31, 2009.

Pursuant to §§ 2.2-4023 and 54.1-2400.2 of the Code, the signed original of the Order shall remain in the custody of the Department of Health Professions as public record and shall be made available for public inspection or copying upon request.

Upon a motion by Ms. Fletcher and duly seconded, the decision of the Committee was adopted. The vote was unanimous in favor of the motion.

**ADJOURNMENT**

The Committee adjourned at 10:10 a.m.

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Mary Smith, NHA, Presiding Chair

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Lisa R. Hahn, Executive Director

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Date

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Date