

**VIRGINIA BOARD OF NURSING**

**MINUTES**

**September 17, 2019**

**TIME AND PLACE:** The meeting of the Board of Nursing was called to order at 9:10 A.M. on September 17, 2019, in Board Room 2, Department of Health Professions, 9960 Mayland Drive, Suite 201, Henrico, Virginia.

**PRESIDING:** Louise Hershkowitz, CRNA, MSHA; President

**BOARD MEMBERS PRESENT:**

Jennifer Phelps, BS, LPN, QMHPA; First Vice President  
Marie Gerardo, MS, RN, ANP-BC; Second Vice President  
Laura Freeman Cei BS, LPN, CCRP  
Yvette L. Dorsey, DNP, RN  
Margaret J. Friedenberg, Citizen Member  
Ann Tucker Gleason, PhD, Citizen Member  
James L. Hermansen-Parker, MSN, RN, PCCN-K  
Dixie L. McElfresh, LPN  
Mark D. Monson, Citizen Member  
Meenakshi Shah, BA, RN  
Felisa A. Smith, RN, MSA, MSN/Ed, CNE  
Cynthia M. Swineford, MSN, RN, CNE

**MEMBERS ABSENT:** Ethlyn McQueen-Gibson, DNP, MSN, RN, BC

**STAFF PRESENT:** Jay P. Douglas, MSM, RN, CSAC, FRE; Executive Director  
Terri Clinger, DNP, RN, CPNP-PC; Deputy Executive Director for Advance Practice  
Robin L. Hills, DNP, RN, WHNP; Deputy Executive Director for Education  
Charlette Ridout, RN, MS, CNE; Deputy Executive Director  
Stephanie Willinger; Deputy Executive Director for Licensing  
Jacquelyn Wilmoth, RN, MSN, Nursing Education Program Manager  
Patricia L. Dewey, RN, BSN; Discipline Case Manager  
Lelia Claire Morris, RN, LNHA; Discipline Case Manager  
Ann Tiller, Compliance Manager  
Huong Vu, Executive Assistant

**OTHERS PRESENT:** Charis Mitchell, Assistant Attorney General, Board Counsel  
Elaine Yeatts, Senior Policy Analyst, Department of Health Professions  
Barbara Allison-Bryan, MD, Department of Health Professions Chief Deputy  
– **joined the meeting at 11:06 A.M.**

**IN THE AUDIENCE:** Jerry J. Gentile, Department of Planning Budget (DPB)  
Kathy Martin, Hancock, Daniel & Johnson, P.C.  
Jean M. Chappell, Ed.D, Dean at Piedmont Virginia Community College  
Cathy Hanchey, Board of Nursing Staff  
Jeffery McCuiston, Board of Nursing Staff

**ESTABLISHMENT OF A QUORUM:**

Ms. Hershkowitz asked Board Members and Staff to introduce themselves. With 13 members present, a quorum was established.

ANNOUNCEMENTS:

Ms. Hershkowitz highlighted the announcements on the agenda.

- Welcome New Board Members
  - **Yvette Dorsey, DNP, RN**, was appointed on August 16, 2019 for an unexpired term beginning June 29, 2019 and ending on June 30, 2020 to succeed Joyce Hahn, PhD, RN, NEA-BC, FNAP, FAAN.
  - **James Hermansen-Parker, MSN, RN, PCCN-K**, was reappointed on August 16, 2019 for a four year term beginning July 1, 2019 and ending on June 30, 2023
  - **Dixie McElfresh, LPN**, was reappointed on August 16, 2019 for a four year term beginning on July 1, 2019 and ending on June 30, 2023
  - **Felisa Smith, RN, BSN, MSA, MSN/Ed, CNE**, was appointed on August 16, 2019 for a four year term beginning July 1, 2019 and ending on June 30, 2023 to succeed Trula E. Minton, MS, RN

Ms. Hershkowitz noted that Ms. Cei has resigned from the Board of Nursing effective October 23, 2019 due to personal and work commitments.

Ms. Hershkowitz added the recognition lunch is planned for November 19 Board Business meeting for Ms. Cei and Ms. Minton.

- Staff Update:
  - **Patricia Selig, PhD, RN, FNP**, started the P-14 Agency Subordinate/Probable Cause Reviewer position on June 24, 2019
  - **Terri Clinger, DNP, MSN, CPNP-BC**, started the Deputy Executive Director for Advanced Practice position on June 25, 2019
  - **Jay P. Douglas, RN, MSM, CSAC, FRE**, Executive Director for Virginia Board of Nursing, was elected as Area III Director for NCSBN Board of Directors on August 22, 2019
  - **Jeffery McCuistion** started the Criminal Background Check (CBC) Supervisor position on August 25, 2019

UPCOMING MEETINGS: The upcoming meetings listed on the agenda:

- NCSBN Board of Directors meeting is scheduled for September 23-25, 2019 in Chicago – Ms. Douglas will attend as a member of the NCSBN Board of Directors for Area III
- 2019 Tri-Regulator Symposium is scheduled for September 26-27, 2019 in Frisco, TX – Ms. Douglas will attend as a member of the NCSBN Board of Directors for Area III
- CLEAR Training “National Certified Investigator & Inspector Training – Basic” is schedule for October 8-10, 2019 in Richmond, VA – Board Staff will attend
- The Committee of the Joint Boards of Nursing and Medicine meeting is scheduled for Wednesday, October 16, 2019 at 9:00 am in Board Room 2
- NCSBN Board of Directors Strategy meeting is scheduled for October 28-29, 2019 in Asheville, NC – Ms. Douglas will attend as a member of the NCSBN Board of Directors for Area III
- **REMINDER - DHP Board Member all day Training is scheduled for Monday, October 7, 2019**
- Citizen Advocacy Center (CAC) Annual Meeting is scheduled for December 10-11, 2019 CAC Dupont Circle Office in Washington, DC. The theme for 2019 meeting is *HEALTHCARE REGULATION AND CREDENTIALING IN AN ANTI-REGULATORY ENVIRONMENT* – Citizen Members interested in attending, see Ms. Hershkowitz or Ms. Douglas

Ms. Douglas noted that Ms. Power is unable to attend the 2019 NCSBN Leadership and Public Policy Conference that is scheduled for October 2-4, 2019 in Atlanta, GA

ORDERING OF AGENDA: Ms. Hershkowitz asked staff to provide additions and/or modifications to the Agenda.

Ms. Douglas noted the following:

- **D3** Disciplinary Tips - was removed from the Agenda
- **D4** New Special Conference Committee (SCC) Composition and Informal Conference Scheduling for the First Half of 2020 (January – June) and the Remainder of 2019 - has been added to the Agenda
- **E3** 2020 Dates for Education Informal Conferences – has been added to the Agenda

- **G5** Katlynn Marie Rettman, RN - Consent Order has been added to the Agenda
- The formal hearing for Constance Paventy, RN Reinstatement Applicant scheduled for Wednesday, September 18, 2019 on Panel A has been continued
- Possible cancellation of the formal hearing for Michelle Smith Burch Stearnes, RN on Thursday, September 19, 2019 at 9:00 am if the Board accepts the consent order.

**CONSENT AGENDA:** The Board removed C2 (Financial Report) from the consent agenda for discussion.

Mr. Monson moved to accept the consent agenda as presented. The motion was seconded and carried unanimously.

**Consent Agenda**

- B1** May 20, 2019 Board of Nursing Officer Meeting
- B2** May 20, 2019 Panel of the Board Formal Hearings
- B3** May 21, 2019 Board of Nursing Business Meeting
- B4** May 21, 2019 Possible Summary Suspension Consideration
- B5** May 22, 2019 Panel A Formal Hearings
- B6** May 22, 2019 Panel B Formal Hearings
- B7** June 27, 2019 Telephone Conference Call
- B8** July 16, 2019 Recognition of Board Service
- B9** July 16, 2019 Panel A Formal Hearings
- B10** July 16, 2019 Panel B Formal Hearings
- B11** July 17, 2019 Panel A Formal Hearings
- B12** July 17, 2019 Panel B Formal Hearings
- B13** August 6, 2019 Telephone Conference Call
- B14** August 27, 2019 Public Hearing
- C1** Agency Subordinate Tracking Log
- C3** Board of Nursing Monthly Tracking Log\*
- C4** Health Practitioners' Monitoring Program Quarterly Report\*
- C5** Executive Director Report
- C6a** Ms. Hershkowitz' report regarding NCSBN Annual Meeting\*\*
- C6b** Ms. Phelps' report regarding NCSBN Annual Meeting\*\*
- C6c** Dr. Hills' report regarding NCSBN Annual Meeting\*\*

**C2** Financial Report – Mr. Monson requested one-page financial summary of any major unexpected differences and/or issues instead of the current detailed report. Ms. Douglas will discuss with Budget Manager. Mr. Monson moved to accept the C2 as presented. The motion was seconded and carried unanimously.

REPORTS:

**C7 Massage Therapy Advisory Board May 29, 2019 minutes and Recommendations:**

Mr. Monson moved to accept the Massage Therapy Advisory Board May 29, 2019 minutes as presented. The motion was seconded and carried unanimously.

**Massage Therapy License Database:**

Ms. Hanchey, Board of Nursing Senior Licensing-Discipline Specialist for Massage Therapy License, provided the following regarding Federation of State Massage Therapy Boards (FSMTB):

- Was created in 2005
- Is asking massage therapy state licensing boards to participate in Massage Therapy Licensing Database, which is a comprehensive licensure and discipline database designed to track Licensed Massage Therapy (LMT) practitioners. Currently there are six (6) states participating in the database.

Ms. Hanchey noted that the Database is a useful tool similar to NURSYS, a one-stop verification which will improve efficiency and assist staff in detecting fraud , no cost to the Board.

Ms. Ridout added that this is a new project for FSMTB. Ms. Douglas noted that Virginia is the only Board of Nursing that regulates LMTs.

Ms. Mitchell suggested that staff and Board Counsel review the information and obtain the specific requirements and contract language prior to Board's action.

Mr. Monson moved to accept the concept, to authorize staff to review the terms further, and to present recommendations. The motion was seconded and carried unanimously.

OTHER MATTERS:

**D2 Recommendations from the Licensed Massage Therapy Advisory Board Memo:**

Ms. Ridout stated that the recommendations for changes to Guidance Documents (GD) are presented for the Board's consideration.

**D2a** – Guidance Document 90-47 (Guidance on Massage Therapy Practice) – Mr. Monson moved to accept GD 90-47 as recommended. The motion was seconded and carried unanimously.

**D2b** – Guidance Document 90-58 (By Laws – The Advisory Board on Massage Therapy Virginia Board of Nursing) - Mr. Monson moved to accept GD 90-47 as recommended. The motion was seconded and carried unanimously.

**Board Counsel Update:**

**Pending Appeal** - Ms. Mitchell reported that she will represent the Board in the Highland appeal case which is scheduled for October 2, 2019.

**Process of Formal Hearing** – Ms. Mitchell advised that there will be a formal hearing procedural change. Instead of reading the Findings of Fact and Conclusions of Law into the record, beginning September 17, 2019, the motion will include only the Board’s decision. The decision will then be accompanied by an advisory that the basis of the decision will be contained in the Order.

Ms. Douglas reminded Board members that the Findings of Fact and Conclusions of Law are now solely part of the closed session and, therefore, should not be shared with students or other public members.

**Press/Media** – Ms. Mitchell reminded Board members not to speak with the Press/Media but should direct all inquiries to Board staff. Ms. Douglas noted that Board staff alert the DHP Communications Director as soon as they become aware of the presence of the Press/Media at a proceeding. The Communications Director then serves as the liaison with Board staff throughout the proceeding.

**D1 Dates for the 2020 Board Meetings and Formal Hearings** –provided for information only.

RECESS: The Board recessed at 9:55 A.M.

RECONVENTION: The Board reconvened at 10:06 A.M.

PUBLIC COMMENT: There was no public comment made.

OTHER MATTERS (cont.): **D4 New Special Conference Committee (SCC) Composition and Informal Conference Scheduling for the First Half of 2020 (January – June) and the Remainder of 2019:**

Ms. Douglas stated that for the remainder of 2019, volunteers/chairs are needed to staff informal conference on December 3 and December 11 due to vacancies of Board Members. She asked Board Members to inform staff if they are available.

Ms. Hershkowitz stated that the SCC Composition effective as of January 1, 2020 and the Informal Conference Schedule Planning sheet for the first half of 2020 are provided. She asked Board Members to choose their available dates and submit by the end of the week to staff.

**Board Member Survey Update:**

Ms. Hershkowitz reviewed the results of the survey as follow:

1. Is the number of consecutive days you are expected to be at the Board during “Board week” an issue (on odd months)?

YES 2 NO 10

2. What are your most common obstacles to Formal Hearing and Business Meeting attendance?

Comments: patient scheduling; coverage; other competing commitments; occasional professional meetings; three day meetings are a burden; when meetings run late, they cause problems with long drive home and having to be at work early in the morning.

3. What issues if any do you have in fulfilling your Informal Conference commitments (on even months)?

Comments: less of a problem than multi-day meetings; okay with sufficient advance notice; too many days (total) are committed; need time/space between meetings.

4. What influences your decision to volunteer for extra non – disciplinary committees?

Comments: limited time/other commitments; lack of expertise; need advance notice of dates.

5. Is your employer supportive of your Board service commitment?

YES 5 NO 2 SOMETIMES 2

6. If employed, do you use leave/vacation time to attend BON meetings?

YES 5 NO 5

7. Are you required to do so?

YES 5 NO 0

8. For those whose employer is not always supportive of your Board meeting attendance, is there something that Dr. Brown, Ms. Douglas or the Secretary of the Commonwealth’s office could do to assist you? (written acknowledge of appointment letter to employer, etc.)

Comments: A letter of appreciation outlining the importance of service.

9. What recommendations do you have for alternate scheduling of meetings and hearings?

Comments: reduce the Business Meeting to a half day with hearings in the afternoon; start earlier; have less Business Meetings, perhaps three/year and distribute more information between; reduce number of IFCs and increase coverage by Agency Subordinates; designate a set week every other month for Board Week, and likewise for IFCs.

10. Anything else you would like us to know

Comments: “Go Digital” – load documents on laptops and make available to Board members, rather than printing all the cases; it takes considerable time to prepare for hearings; the case load for hearings is too high – it takes too much time to prepare; it would be very helpful to have an orientation to resources available through NCSBN.

Ms. Douglas noted that Staff will review survey results and proposed improvements on items that are within Board control. Report to be given out at the November meeting. Ms. Douglas will share the general concerns to the Secretary of the Commonwealth Office.

**Paperless Licensing:**

Ms. Douglas reviewed the paperless licensing process noting:

- Licensees will receive an initial license in paper form without an expiration date.
- Upon renewal, licensees will not receive a paper license.
- Verification of current licensure status may be obtained via License Lookup serving as primary source verification.
- Licensees who wish to obtain a paper license can do so by paying a duplicate fee.
- This will decrease administrative time and be a huge cost savings.

Ms. Willinger added that licenses of nurse practitioners with autonomous practice designation may be verified on License Lookup within 24 hours of issuance.

**POLICY FORUM:**

Dr. Elizabeth Carter and Dr. Yetti Shobo presented on the *2017-2018 Nursing Education Program Report* noting that 58 of 59 PN programs and 76 of 78 RN programs responded to the survey. The report will be posted on the *Healthcare Workforce Data Center (HWDC)* webpage.

Mr. Monson asked if information regarding cost of the program to be included in the survey.



Ms. Hershkowitz suggested Board Members develop questions and forward them to Dr. Hills and Ms. Wilmoth.

Ms. Wilmoth reminded Board Members that the annual survey data request goes out to program in October. She suggested that additional questions can be added for the 2020 survey.

RECESS: The Board recessed at 10:59 A.M.

RECONVENTION: The Board reconvened at 11:06 A.M.

Dr. Allison-Bryan joined the meeting at 11:06 A.M.

Dr. Clinger left the meeting at 11:06 A.M.

EDUCATION: Jean M. Chappell, Ed.D, Dean at Piedmont Virginia Community College (PVCC), thanked the Board for the opportunity to advise the Board of PVCC's commitment to addressing non-compliance matters.

**E1 Education Informal Conference Committee July 10, 2019 Minutes and Recommendations:**

Ms. Phelps moved to accept the Education Informal Conference Committee July 10, 2019 minutes as presented. The motion was seconded and carried unanimously.

**E1a Recommendation regarding Piedmont Virginia Community College Practical Nursing (PVCC-PN) Education Program:**

Ms. Gerardo moved to accept the Education Informal Conference Committee July 10, 2019 recommendation to place PVCC-PN Education Program on conditional approval with terms and conditions. The motion was seconded and carried unanimously.

**E2 Education Informal Conference Committee September 10, 2019 Minutes and Recommendations:**

Ms. Swineford moved to adopt the minutes and recommendations of the September 10, 2019 Education Informal Conference Committee with the exception of the recommendation for the Medical Learning Center Practical Nursing Program, which has been deferred to the November 19, 2019 meeting.

**E3 2020 Dates for Education Informal Conference Committee Meetings:**

Ms. Hershkowitz reminded Board Members who are interested in Education Informal Conference Committee work to let Dr. Hills know.

**Education Staff Report:**

Ms. Wilmoth reported that a Board Member has inquired about how many times a student can take the NCLEX in other states. Ms. Wilmoth provided the following:

The NCSBN Member Board Profile survey had three (3) questions pertaining to the proposed topic:

1. What is the time limit for applicants to pass the NCLEX after graduation? – 33 states/territories have no limit; two (2) states/territories have a one (1) year limit; and six (6) states/territories have a five (5) year limit.
2. What is the total number of times initial applicant can take the NCLEX? – 44 states allow unlimited; seven (7) states allow 3-4 times; and four (4) states allow 5-6 times.
3. Does the Board of Nursing require mediation after a certain number of failed NCLEX attempts? – 31 states: no; 11 states: yes; and 15 states: yes after a certain number of years.

Ms. Wilmoth added that a second survey composed by her and sent to all Boards revealed the same results noting that:

- ❖ In Kansas, after five (5) years, the applicant must retake a nursing program in its entirety;
- ❖ In Utah, the applicant has five (5) total attempts to pass the NCLEX; and
- ❖ In New Hampshire, graduates must pass the NCLEX within three (3) years after which they are not eligible to retest.

Dr. Hills noted that the 2019 revised Nurse Aide Regulations allow applicants three (3) attempts in two years to pass the examination or reenroll and successfully complete another approved nurse aide training program before reapplying.

Dr. Hills introduced Christine Smith who is the inspector for the Nurse Aide Programs. Dr. Hills noted that she works closely with Ms. Smith on Nurse Aide Education Program applications, process, and responding to public inquiries. Dr. Hills added that there is a meeting with all Nurse Aide Inspectors scheduled for October 4, 2019.

Dr. Hills shared that Board staff received an email from Phil Dickerson, NCSBN Chief Officer, Operations & Examinations, referencing the Frequently Asked Questions (FAQs) of the Next Generation NCLEX (NGN) examination. Dr. Hills noted that NCSBN has been involved in the research and development of the NGN in an effort to better measure the clinical judgment ability of entry-level nurses.

Ms. Douglas stated that the FAQs will be distributed to Board Members and will be posted to the Board of Nursing website.

Ms. Cei asked what the Board's stance is on the number of times a student can take the NCLEX. Ms. Douglas replied it is not stated in the regulations.

DIALOGUE WITH DHP  
DIRECTOR:

Dr. Allison-Bryan reported the following:

**Telemedicine** - a workgroup led by Dr. Brown to review the practice of medicine taking place where the patients are located.

**International Medical Graduates** – a workgroup led by Dr. Allison-Bryan to look at how to expedite the licenses of the foreign trained practitioners to increase access in underserved areas. There is no accurate census regarding international medical graduates in Virginia. However, Maryland has about 24% foreign trained practitioners. 80% of international medical graduates passed the United States Medical Licensing Examination (USMLE).

**Prescription Monitoring Program (PMP)** – the program is inter-operational with 41 jurisdictions, including military treatment facilities.

Dr. Clinger rejoined the meeting at 11:38 A.M.

LEGISLATION/  
REGULATION:

**F1 Status of Regulatory Action:**

Ms. Yeatts reviewed the chart of regulatory actions provided in the agenda as follows:

- The Emergency Regulations regarding the autonomous practice for nurse practitioners are now approved by the Governor
- The legislation regarding the elimination of a separate prescriptive authority license for nurse practitioners will be considered by the Committee of the Joint Boards on Wednesday, October 16, 2019 in Board Room 2. The Board will adopt the final amendments at its meeting on November 19, 2019.
- The regulations for Supervision and Direction of Laser Hair Removal by Nurse Practitioners became effective on August 7, 2019.

**F2 Adoption of Proposed Regulations for Clinical Nurse Specialist (CNS) Registration:**

Ms. Yeatts reviewed the proposed regulations and noted that all comments received on the Notice of Intended Regulatory Action (NOIRA) are in support of the proposed regulations.

Ms. Gerardo moved to adopt the proposed regulations as presented in the agenda package. The motion was seconded and carried unanimously.

**F3 Adoption of Regulation for Waiver of Electronic Prescribing by Emergency Action:**

Ms. Yeatts stated that 2019 General Assembly amended the Code (HB2559) to require electronic prescribing of an opioid by July 1, 2020. Ms. Yeatts added that the Enactment clause on HB2559 requires adoption of regulations within 280 days so the Board must amend by an emergency action.

Mr. Monson moved to adopt the emergency regulations and a Notice of Intended Regulatory Action (NOIRA) to replace the emergency regulations. The motion was seconded and carried unanimously.

**F4 Consideration of comment on Notice of Intended Regulatory Action (NOIRA) for Nurse Aide Education Program:**

Ms. Yeatts stated that Regulations for Nurse Aide Education Programs are under periodic review and noted that the primary concern in the public comments was the increased in the length of the program from 120 to 140 hours.

Ms. Yeatts said no action is needed today and staff will prepare additional documentation for review at the November meeting.

**F5 Amendment to Fee for the Returned Check:**

Ms. Yeatts said that this is the recommendation of the Auditors from the Office of the Comptroller to change the return check fee from \$35 to \$50, the amount was based on language in §2.2-614.1 and §2.2-4805. Ms. Yeatts added that the Board regulations will need to be amended to reflect the higher fee by Fast Track action.

Mr. Monson moved to amend all Board of Nursing regulations to reflect the return check fee of \$50 by Fast Track action. The motion was seconded and carried unanimously.

**Deletion Virginia Board of Nursing Code of Conduct as a Guidance Document (GD):**

Ms. Yeatts noted that the *Virginia Board of Nursing Code of Conduct* is not a GD since it does not include interpretation of laws and regulations, so it is needed to be removed as GD.

Mr. Hermansen-Parker moved to remove the *Virginia Board of Nursing Code of Conduct* as a GD. The motion was seconded and carried unanimously.

**F6 Guidance Document Memo:**

Ms. Douglas stated that there are three (3) GDs due for review.

***F6a 90-9 (Guidelines for Prescription Drug Administration Training Program for Child Day Programs)*** – to re-adopt with no change.

Mr. Monson moved to re-adopt GD 90-9 with no change. The motion was seconded and carried unanimously.

***F6b 90-48 (Guidance on the Use of Social Media)*** – to repeal as content no longer appropriate for GD.

Ms. Douglas added that alternatives to be considered by the Board regarding GD 90-48 would be:

- 1 Provide link to NCSBN website and information related to the use of media
- 2 Include specific reference to social media in Board of Nursing regulations related to disciplinary position.

Mr. Monson moved to repeal GD 90-48 as recommended. The motion was seconded and carried unanimously.

***F6c 90-54 (Guidance for Conduct of an Informal Conference by an Agency Subordinate of a Health Regulatory Board at the Department of Health Professions)*** – to re-adopt with no change.

Mr. Hermansen-Parker moved to re-adopt the GD 90-54 with no change. The motion was seconded and carried unanimously.

Dr. Allison-Bryan and Ms. Yeatts left the meeting at 11:58 A.M.

**CONSIDERATION OF CONSENT ORDERS:**

CLOSED MEETING: Mr. Monson moved that the Board of Nursing convene a closed meeting pursuant to Section 2.2-3711(A)(27) of the *Code of Virginia* at 11:59 A.M. for the purpose of considering the Consent Orders. Additionally, Mr. Monson moved that Ms. Douglas, Dr. Hills, Ms. Wilmoth, Ms. Power, Ms. Ridout, Ms. Willinger, Ms. Morris, Ms. Dewey, Ms. Tiller, Ms. Vu, and Ms. Mitchell attend the closed meeting because their presence in the closed meeting is deemed necessary and their presence will aid the Board in its deliberations. The motion was seconded and carried unanimously.

RECONVENTION: The Board reconvened in open session at 12:07 P.M.



**BOARD MEMBER  
TRAINING:**

**Overview of Nurse Aide Registry** - Ms. Douglas provided the following information in the presentation:

- Federal History
- Key Requirements
- State Responsibilities
- Definition, examples and finding of Abuse
- Definition, examples and finding of Neglect
- Definition, examples and finding of Misappropriation of Resident Property

**RECESS:** The Board recessed at 1:50 A.M.

**RECONVENTION:** The Board reconvened at 2:00 P.M.

**IFC Chair & Committee Member Roles** – Ms. Douglas reviewed the roles of the Chair and Committee Members. Experienced Chairs also shared tips about what has helped them as a Chair during informal conference.

Ms. Hershkowitz recommended Board Members consider taking the online free NCSBN courses.

**RECESS:** The Board recessed at 3:20 A.M.

**RECONVENTION:** The Board reconvened at 3:25 P.M.

**CONSIDERATION OF CONSENT ORDER:**

**Caitlin Colleen Poytress, RN**

**0001-268901**

Ms. Gerardo moved to accept the consent order to indefinitely suspend the license of Caitlin Colleen Poytress to practice professional nursing in the Commonwealth of Virginia. The motion was seconded and carried unanimously.

Ms. Douglas noted that the formal hearing for Poytress in Panel A on Wednesday, September 18, 2019 is cancelled.

**MEETING DEBRIEF:**

**The following were well received by Board Members:**

- The meeting is exceptionally efficient
- Board Member Training is helpful and informative
- Board Staff are very helpful and resourceful

**The following were recommended by Board Members:**

- Consent Agenda items are provided electronically starting with November meeting. Ms. Vu reminded the Board that all public

meeting materials are posted to Nursing website and Townhall. Board Members who wish to receive hard copies for these items can inform Ms. Vu. Ms. Douglas suggested that Board Members should inform Ms. Vu or Ms. Douglas if they would like items removed from Consent Agenda and hard copies will be provided at the meeting.

- Hard copies are still provided for the rest of the meeting's items

ADJOURNMENT: The Board adjourned at 3:37 P.M.

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Louise Hershkowitz, CRNA, MSHA  
President