



# COMMONWEALTH of VIRGINIA

Sandra Whitley Ryals  
Director

Department of Health Professions  
6603 West Broad Street, 5th Floor  
Richmond, Virginia 23230-1712

www.dhp.virginia.gov  
TEL (804) 662 9900  
FAX (804) 662 9943  
TDD (804) 662 7197

## NOTICE OF INFORMAL CONFERENCE BEFORE AN AGENCY SUBORDINATE

July 30, 2007

Susan Fontana  
14001 Palomino Way  
Midlothian, VA 23112

**CERTIFIEDMAIL**  
**71603901984990815602**

**Re: License No.: 0002-049880**  
**Expired: April 30, 2007**

Dear Ms. Fontana:

This letter is official notification that an informal conference of the Virginia Board of Nursing will be held on **August 22, 2007, at 10:30 a.m.**, at 9960 Mayland Drive, 2<sup>nd</sup> floor, Richmond, Virginia. In accordance with §§ 2.2-4019, 2.2-4021, and 54.1-2400(10) of the Code of Virginia (1950), as amended ("Code"), this informal conference will be held before an agency subordinate of the Board of Nursing. This informal conference will be convened as a public meeting pursuant to § 2.2-3700 *et seq.* of the Code. The agency subordinate will inquire into allegations that you may have violated certain laws governing the practice of practical nursing in Virginia.

Specifically, you may have violated §§54.1-3007(3) and § 54.1-3008(A)(2) and (5) of the Code in that you worked on a suspended license from August 18, 2005, until November 16, 2005, as a practical nurse for Ruxton Health of Stratford Hills, Richmond, Virginia.

After consideration of all information, the agency subordinate may:

1. Recommend to the Board that you be exonerated, that there be a finding of no violation, or that insufficient evidence exists to determine that a statutory/regulatory violation has occurred; or
2. Recommend findings of fact, conclusions of law and a sanction, to include a reprimand, placing you on probation with terms, suspension or revocation of your license, or imposing a monetary penalty pursuant to § 54.1-2401 of the Code.

Further, the agency subordinate may refer this matter for a formal administrative proceeding pursuant to § 2.2-4020 of the Code.

In its deliberations, the agency subordinate may use the Sanction Reference Points System, as contained in the Sanction Reference Manual. The manual, which is a guidance document of the Board, may be accessed at <http://www.dhp.virginia.gov/nursing>. Please click on *Guidance Documents*, then select #90-7. You may also request a paper copy from the Board office by calling (804) 662-9909.

### **Board's Review of Agency Subordinate's Recommended Decision**

If you **appear in person or by counsel at the informal conference**, the recommendation of the agency subordinate will be presented to a quorum of the Board. The Board may accept or modify the recommendation, or reject the recommendation and move the case to formal hearing. If you do not agree with the decision of the Board, you have the right to a formal administrative hearing before the Board.

If you **fail to appear in person or by counsel at the informal conference**, the recommendation of the agency subordinate will be presented to a quorum of the Board. The Board may accept or modify the recommendation, or reject the recommendation. The Board's decision regarding the agency subordinate's recommendation is a final order that can only be appealed to circuit court as provided by Rule 2A:2 of the Supreme Court of Virginia.

You have the right to information that will be relied upon by the agency subordinate in making a decision. Therefore, I have enclosed a copy of the documents that will be distributed to the agency subordinate, and will be considered when discussing the allegations with you and when deliberating upon your case. These documents are enclosed only with the original notice sent by certified mail, and must be claimed at the post office. Further, if you retain counsel, it is your responsibility to provide the enclosed materials to your attorney.

To facilitate this proceeding, you should submit four copies of any documents you wish for the agency subordinate to consider to Gloria Mitchell, Deputy Director, Board of Nursing, 6603 West Broad Street, 5<sup>th</sup> Floor, Richmond, Virginia 23230-1712, by **August 17, 2007**. Your documents may not be submitted by facsimile or e-mail.

You may be represented by an attorney at the informal conference. If you obtain counsel, you should do so as soon as possible, because absent good cause to support a request for a continuance, the informal conference will be held on **August 22, 2007**. A request to continue this proceeding must state **in detail** the reason for the request and must establish good cause. Such request must be made, in writing, to me at the address listed on this letter and must be received by **5:00 p.m. on August 17, 2007**. Only one such motion will be considered. Absent critical circumstances, such as personal or family illness, a request for a continuance after **August 17, 2007**, will not be considered.

Relevant sections of the Administrative Process Act, which govern proceedings of this nature, as well as laws relating to the practice of medicine and other healing arts in Virginia cited in this notice can be found on the Internet at <http://leg1.state.va.us>. To access this information,

please click on the *Code of Virginia* for statutes and *Virginia Administrative Code* for regulations.

Please advise the Board, in writing, of your intention to be present. If you have any questions regarding this notice, please contact this office, at (804) 662- 9948.

Sincerely,

A handwritten signature in black ink that reads "Gloria D. Mitchell". The signature is written in a cursive style with a large, prominent "G" and "M".

Gloria D. Mitchell, R.N., M.S.N., M.B.A.  
Deputy Executive Director, Discipline  
Board of Nursing

Enclosures:

cc: Agency Subordinate  
Sandra Whitley Ryals, Director, Department of Health Professions  
Anne G. Joseph, Deputy Director, Administrative Proceedings Division  
Peter Opper, Adjudication Specialist  
Joyce M. Shelton-Jones, Senior Administrative Investigator (Case # 106022)