



# COMMONWEALTH of VIRGINIA

Dianne L. Reynolds-Cane, M.D.  
Director

*Department of Health Professions*

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**Virginia Board of Nursing**  
**Jay P. Douglas, RN, MSM, CSAC**  
Executive Director

**Board of Nursing (804) 367-4515**  
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## NOTICE OF INFORMAL CONFERENCE BEFORE A SPECIAL CONFERENCE COMMITTEE

May 24, 2013

Jessica (Farzaneh) Mayo, R.N.  
515 East Lake Circle  
Chesapeake, Virginia 23322

**CERTIFIED MAIL**  
**7160 3901 9848 6292 4999**

**Re: VA License No.: 0001-159591**  
**Expiration Date: April 30, 2015**

Dear Ms. Mayo:

This is official notification that an informal conference will be held pursuant to §§ 2.2-4019, 2.2-4021, and 54.1-2400(10) of the Code of Virginia (1950), as amended ("Code"), **on June 17, 2013, at 9:00 a.m.**, at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Suite 201, Henrico, Virginia 23233. You may be represented by an attorney at the conference. This informal conference will be convened as a public meeting pursuant to § 2.2-3700 *et seq.* of the Code.

The Special Conference Committee ("Committee"), which is comprised of at least two members of the Virginia Board of Nursing ("Board"), will inquire into allegations that you may have violated certain laws and regulations governing nursing practice in Virginia.

Specifically, you may have violated § 54.1-3007(2), (5), and (8) of the Code and 18 VAC 90-20-300(A)(2)(e) of the Regulations Governing the Practice of Nursing in that during the course of your employment as a faculty member with Medical Careers Institute School of Health Science of ECPI University, Virginia Beach, Virginia, while providing clinical training at Sentara Leigh Hospital, Norfolk, Virginia:

1. On several occasions between July 29, 2012, and October 4, 2012, you removed narcotic medications from the Omnicell, but failed to document administration to the patient, wastage, or return of the medication to the machine.
2. On or about August 18, 2012, you removed two Percocet (acetaminophen and oxycodone, C-II) at 7:48 a.m., but failed to document administration or wastage. At 8:20 a.m., another nurse documented that she had administered the Percocet to the patient. Further, you documented at 12:30 p.m. that you administered Percocet to a patient at 1:00 p.m.
3. On or about August 20, 2012, you documented administering two Norco tablets (acetaminophen and hydrocodone, C-III) to a patient at 9:49 a.m., but did not remove the drug from the Omnicell until 1:18 p.m.

In its deliberations, the Committee 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) 367-4515.

After the informal conference, the Committee is authorized by § 54.1-2400(10) of the Code to take any of the following actions:

- If the Committee finds that there is insufficient evidence to warrant further action or that the charges are without foundation, the Committee shall notify you by mail that your record has been cleared of any charge which might affect your right to practice nursing in the Commonwealth;
- The Committee may place you on probation for such time as it may designate and subject to such terms and conditions as it may deem appropriate;
- The Committee may reprimand you; or
- The Committee may impose a monetary penalty.

Further, the Committee may refer the case to the Board of Nursing or a panel thereof for a formal hearing. If the Committee is of the opinion that suspension or revocation may be justified, the Committee may offer you a Consent Order for suspension or revocation in lieu of a formal hearing.

If you fail to appear at the informal conference, the Committee may proceed to hear the case in your absence and may take any of the actions outlined above. At least ten days prior to the scheduled date of the conference, please inform this office at (804) 367-4617, or in writing at the address listed above, of your telephone number and whether you intend to appear at the informal conference.

To facilitate this proceeding, you should submit five copies of any documents you wish the Committee to consider to the Department of Health Professions, Board of Nursing, Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, Virginia 23233, by June 12, 2012. Your documents may not be submitted by facsimile or email.

You have the right to the information on which the Board will rely in making its decision. Therefore, I have enclosed a copy of the documents that will be distributed to the members of the Committee and will be considered by the Committee when discussing any allegations with you and when deliberating on your case. **These documents are enclosed only with the original notice sent by certified mail, which you may be required to claim at the post office. Please bring these documents with you to the informal conference.**

Relevant sections of the Administrative Process Act, which govern proceedings of this nature, as well as laws relating to the practice of nursing 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.

Sincerely,



Gloria D. Mitchell, R.N., M.S.N., M.B.A.  
Deputy Executive Director

GDM/sk  
Enclosures

cc: Anne G. Joseph, Deputy Director, Administrative Proceedings Division  
Special Conference Committee Members  
Cynthia E. Gaines, Adjudication Specialist  
Kelly D. Ashley, Senior Investigator