



COMMONWEALTH of VIRGINIA

Robert A. Nebiker
Director

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

June 30, 2004

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Sheila B. Gibson, L.P.N.
P. O. Box 52
Dungannon, Virginia 24245

CERTIFIED MAIL
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RE: License No.: 0002-109602-Expires 3-31-2005

Dear Ms. Gibson:

This is official notification that an Informal Conference will be held, pursuant to § 2.2-4019, § 2.2-4021, § 54.1-2400(10) and § 54.1-3010 of the Code of Virginia (1950), as amended, on **August 24, 2004, at 2:00 p.m.**, in the offices of the Department of Health Professions, 6603 West Broad Street, Fifth Floor, Richmond, Virginia. You may be represented by an attorney at the Informal Conference.

The Special Conference Committee, which is comprised of two or three members of the Virginia Board of Nursing, will inquire into allegations that you may have violated certain laws and regulations governing the practice of Nursing in Virginia. Specifically:

During the course of your employment with Friendship Manor Health Care Center, Roanoke, Virginia:

1. You may be in violation of § 54.1-3007(2), (3), (5) and (8) of the Code, and 18 VAC 90-20-300(A)(2)(b), (e), and (f) of the Board of Nursing Regulations, in that on or about October 30, 2003, a medication count was conducted prior to you beginning your shift and at the conclusion of your shift which revealed that you documented having administered at least 23 medications to patients on the 2 West unit, when, in fact, the medication was not administered to the 12 patients. The medication count was conducted as a part of the facility's investigation after the unit charge nurse noted extra medications in patient's medication drawers prior to the pharmacy refilling the medication drawers, and due to an increase in the patients' inappropriate behaviors. The investigation concluded that you documented having administered these medications to the patient's, when, in fact, you did not administer them during your shift.
2. You may be in violation of § 54.1-3007(2) and (5) of the Code, and 18 VAC 90-20-300(2)(b) of the Board of Nursing Regulations, in that on the following dates you received coaching/leadership training for specific nursing duties for which you should have knowledge as a licensed practical nurse:
 - a. On or about April 30, 2003, you failed to take vital signs on two (2) new admissions on April 27 and 28, 2003.

- b. On or about June 24, 2002, you failed to perform a treatment as required for a patient.
 - c. On or about May 6, 2002, you failed to properly confirm and copy readmission orders for a patient. It was noted that you copied some old orders; however, you failed to copy several of the new documentation for the patient to include the accu check sheets.
 - d. On or about January 28, 2002, you failed to change catheter tip syringes or bulb syringes.
 - e. On or about October 7, 2001, you failed to complete fall assessments and care plans for assigned patients.
 - f. On or about May 25, 2001, you failed to document "PRN" medications on patients' MARs.
 - g. On or about March 24, 2001, you failed to notify a patient's family that the patient had sustained an injury.
 - h. On or about March 14, 2001, you failed to notify your supervisor that a resident fell. You did not disclose the fall until the beginning of the next shift and should have reported the incident immediately.
 - i. On or about March 7, 2001, you failed to properly document on a patient's chart. Information on the chart brought to your attention was not an acceptable form of documentation.
 - j. On or about October 9, 2000, you failed to take patients' vital signs during your shift. You were advised that the vital signs were to be taken and recorded during your shift.
3. You may be in violation of § 54.1-3007(2) and (5) of the Code, and 18 VAC 90-20-360(2)(e) and (f) of the Board of Nursing Regulations, in that on the following dates you were counseled regarding your nursing practice:
- a. On or about April 26, 2003, you were counseled and a treatment error report was placed in your personnel file for failing to document accu checks conducted for patients.
 - b. On or about March 15, 2003, you failed to document on the medication administration records (MARs) your administration of medications to patients.
 - c. On or about May 28, 2002, you failed to administer a duragesic patch to a patient in accordance with the physician's order. Additionally, you failed to document the administration or non-administration of the patch.

The Conference Committee is authorized, after meeting with you, to take one of the following actions:

1. 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;
2. The committee may place you on probation with such terms as it may deem appropriate;
3. The committee may reprimand you;
4. The committee may impose a monetary penalty pursuant to § 54.1-2401 of the Code; or
5. The committee may refer the case to the Board of Nursing or a panel thereof for a formal hearing. If the Conference Committee is of the opinion that a suspension or revocation of your license may be justified, the committee may offer you a consent order in lieu of a formal hearing.

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If you fail to appear at the informal conference, the Conference Committee will proceed to hear the case in your absence, and may take any of the actions outlined above.

At least ten (10) days prior to the scheduled date of the conference, please inform this office of your telephone number and whether you intend to appear at the conference. This can be done by calling our offices at (804) 662-9950 or by sending us a letter at the address listed above.

You have the right to information that the Board will rely upon in making a decision. Therefore, I have enclosed a copy of the documents that will be distributed to the members of the Committee. The Committee, when discussing the allegations with you and deliberating upon your case, will consider these documents. These documents are enclosed only with the original notice sent by certified mail, and must be claimed at the post office. Please bring these documents with you.

If you have any additional documents to be presented to the Conference Committee, please bring five (5) copies of each document with you.

Also, enclosed are copies of the relevant sections of the Administrative Process Act, which govern proceedings of this nature, as well as laws and regulations relating to the practice of nursing in Virginia that are cited in this notice.

Sincerely,



Susan Bell Rosen, R.N., F.N.P., J.D.
Deputy Executive Director, Discipline

SBR/gem/klb
Enclosures

cc: Robert A. Nebiker, Director, Department of Health Professions
James L. Banning, Director for Administrative Proceedings
Sandra Barton, Investigator (Case No. 90825)
Committee members
Gayle E. Miller, Senior Adjudication Analyst