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COMMONWEALTH of VIRGINIA

Sandra Whitley Ryals
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NOTICE OF INFORMAL CONFERENCE BEFORE AN AGENCY SUBORDINATE

February 4, 2009

Trina L. Bouseman, L.P.N. Applicant
1922 Wayne Street #24
Roanoke, Virginia 24012

CERTIFIED MAIL
7160 3901 9845 3427 2410

Dear Ms. Bouseman:

This letter is official notification that an informal conference of the Virginia Board of Nursing ("Board") will be held on **March 4, 2009, at 9:00 a.m.**, at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Suite 201, Richmond, Virginia. In accordance with §§ 2.2-4019, 2.2-4021, and 54.1-2400(7) 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 consider your application for licensure by examination to practice as a practical nurse in the Commonwealth of Virginia, and 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(4) of the Code, in that on or about December 12, 2001, you pled guilty and were convicted of felony embezzlement in the Circuit Court of Roanoke County, Virginia.

The burden rests on you, as the applicant, to demonstrate that you meet the requirements of § 54.1-3020 of the Code.

After consideration of all information, the agency subordinate may:

- Approve your application for licensure by examination;
- Recommend to the Board that your application be approved with a reprimand, a monetary penalty, or terms and conditions, which may include placing you on probation;
- Recommend to the Board that your application be denied;

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

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 enclose 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, which you may be required to claim at the post office. Please bring these documents with you to the informal conference.**

To facilitate this proceeding, you should submit five copies of any documents you wish the agency subordinate to consider to the Board of Nursing, Perimeter Center, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, by February 25, 2009. Your documents may not be submitted by facsimile or email.

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 March 4, 2009. 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 12 noon on February 25, 2009. Only one such motion will be considered. Absent critical circumstances, such as personal or family illness, a request for a continuance after February 25, 2009, 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 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.

Please advise the Board, in writing, of your intention to be present. If you have any questions regarding this notice, please contact Lindsey Watson, at (804) 367-4670.

Sincerely,


Brenda Krohn, R.N., M.S.
Deputy Executive Director

BK/lrw
Enclosures

cc: Sandra Whitley Ryals, Director, Department of Health Professions
Anne G. Joseph, Deputy Director, Administrative Proceedings Division
Cynthia E. Gaines, Adjudication Specialist
Agency Subordinate