



# COMMONWEALTH of VIRGINIA

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

## Department of Health Professions

Perimeter Center  
9960 Mayland Drive, Suite 300  
Henrico, Virginia 23233-1463

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TEL (804) 367-4400  
FAX (804) 527-4475

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

**Board of Nursing (804) 367-4515**  
**Nurse Aide Registry (804) 367-4569**  
**FAX (804) 527-4455**

January 13, 2014

Deborah Towne, R.N.  
120 W. Walnut, Unit 1  
Herrin, IL 62948

**CERTIFIED MAIL**  
**7196 9008 9111 9195 3092**

11125 Stonebrook Drive  
Manassas, Virginia 20112

**CERTIFIED MAIL**  
**7196 9008 9111 9195 3108**

Re: VA License No.: 0001-224889  
Expiration Date: July 31, 2014

Dear Ms. Towne:

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 February 6, 2014, at 1:00 p.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, during the course of your employment with Cross Country Staffing, Boca Raton, Florida, while assigned to Inova Fair Oaks Hospital, Fairfax, Virginia, during your 7:00 p.m. to 7:00 a.m. shift on or about March 13-14, 2013:

1. You may have violated § 54.1-3007(2), (5), and (8) of the Code, and 18 VAC 30-20-300(A)(2)(e) and (f) of the Regulations Governing the Practice of Nursing ("Regulations") in that you failed to administer multiple scheduled medications in a timely manner to Patient A, but incorrectly documented in the patient's record that all but one of the medications had been administered as scheduled.

2. You may have violated § 54.1-3007(2), (5), and (8) of the Code, and 18 VAC 30-20-300(A)(2)(f) of the Regulations in that you failed to administer Patient B's 10:00 p.m. medications in a timely manner.

Please see Attachment I for the names of the patients referred to above.

**The Board hereby re-offers to enter into the enclosed Consent Order with you in lieu of an informal conference in this matter. Please review this document, and should you consent to its terms, sign it in the presence of a notary public. In order for this Consent Order to become effective, you must return the entire document bearing your witnessed signature to the Board office on or before *January 30, 2014*. Upon its receipt in the Board office, the Consent Order will be entered and the informal conference will be cancelled. You will receive a certified copy of the Consent Order, bearing the date of entry, shortly thereafter. Should the Board not receive this signed Consent Order from you by 5:00 p.m. on January 30, 2014, the Board will proceed with the informal conference as scheduled.**

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) 367-4502, 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 January 30, 2014. 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.

In the event of inclement weather, please be advised that Board of Nursing hearings will be held unless state offices are closed. Please listen to television or radio announcements to provide information about official state closings or delays. If there is a delayed opening, hearings will begin at the time of the agency opening. A recorded announcement pertaining to closings or delays will also be available by calling the main telephone number for the Department of Health Professions at (804) 367-4400.

Sincerely,



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

GDM/sts

Enclosures

cc: Anne G. Joseph, Deputy Director, Administrative Proceedings Division  
Special Conference Committee Members  
Amanda E. M. Blount, Adjudication Specialist  
Naima Fellers, Senior Investigator (Case no. 149909)