



COMMONWEALTH of VIRGINIA

Robert A. Nebiker
Director

Department of Health Professions
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December 17, 2003

Emma Townes, L.P.N. Applicant
1128 Old Hundred Road
Midlothian, Virginia 23114

CERTIFIED MAIL
71603901984423162853

RE: Reinstatement Application

Dear Ms. Townes:

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 ("Code"), **on January 13, 2004, at 10:30 a.m.**, in the offices of the Department of Health Professions, 6603 West Broad Street, Fifth Floor, Richmond, Virginia.

The Special Conference Committee (the "Committee"), which is comprised of two or three members of the Virginia Board of Nursing (the "Board"), will receive and act upon your petition for the reinstatement of your license to practice practical nursing in the Commonwealth of Virginia, which was indefinitely suspended by an Order of the Board entered October 18, 1999.

Pursuant to § 54.1-3009 of the Code, the burden of providing evidence satisfactory to the Board that you are prepared to resume the competent practice of nursing with reasonable skill and safety to patients rests with you.

You may be represented by an attorney at the Informal Conference. After the Informal Conference, the Committee is authorized to take the following actions:

1. The Committee may reinstate your license to practice nursing in the Commonwealth without restriction;
2. The Committee may deny the reinstatement of your license;
3. The Committee may reinstate your license and place you on probation with such terms and conditions as it may deem appropriate;
4. The Committee may reinstate your license and reprimand you;
5. The Committee may modify a previous Order;
6. The Committee may reinstate your license and impose a monetary penalty pursuant to § 54.1-2401 of the Code; or

7. The Committee may refer the case to the Board or a panel thereof for 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 (10) days prior to the scheduled date of the Informal 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.

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

You have the right to information which will be relied upon by the Board in making a decision. Therefore, I enclosed a copy of the documents which will be distributed to the members of the Committee and will be considered by the Committee 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. Please bring these documents with you.**

Enclosed you will find copies of the relevant sections of the Administrative Process Act, which governs proceedings of this nature, as well as the laws and regulations relating to the practice of nursing in Virginia.

Sincerely,



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

SBR/jbm/klb/jm
Enclosures

cc: Robert A. Nebiker, Director, Department of Health Professions
James L. Banning, Director, Administrative Proceedings Division
Julia B. Messersmith, Senior Adjudication Analyst
Vicki Gwaltney Garrison, Pharmacist Inspector (Case No. 85421)
Committee Members