



COMMONWEALTH of VIRGINIA

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Department of Health Professions

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March 10, 2006

Cynthia C. Clatterbuck, L.P.N.
7493 Princess Carol Court #10
Manassas, VA 20111

CERTIFIED MAIL
71603901984942425897

RE: License No.: 0002-066681
Expiration Date: 3/31/06

Dear Ms. Clatterbuck:

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 **April 3, 2006, at 1:00 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 ("Committee"), which is comprised of two or three members of the Virginia Board of Nursing ("Board"), will inquire into allegations that you may have violated certain laws and regulations governing the practice of nursing in Virginia. Specifically:

1. You may have violated § 54.1-3007(2) and (5) of the Code, and 18 VAC 90-20-300(A)(2)(m) of the Board of Nursing Regulations, in that, during the course of your employment with Bull Run Family Practice, Manassas, Virginia, on or about May 24, 2005, by your own admission, you accessed Patient A's medical records for personal reasons and without having a legitimate medical purpose. Your employment was immediately terminated as a result of this incident.

2. You may have violated § 54.1-3007(2) of the Code, and 18 VAC 90-20-300(A)(2)(e) of the Board of Nursing Regulations, in that the resume you provided to Bull Run Family Practice in approximately March 2005, provided false information regarding your term of employment with Culpeper Health & Rehabilitation Center, Culpeper, Virginia ("Culpeper Health"). Specifically, your resume stated you were employed at Culpeper Health during 2003 and 2004. In fact, you worked at Culpeper Health from on or about October 23, 2003, to on or about November 24, 2003. On or about December 14, 2003, you were terminated from Culpeper Health because you were a "no call, no show" on November 29 and November 30, 2003.

After the conference, the Committee is authorized to take 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 modify a previous Order;
5. The Committee may impose a monetary penalty pursuant to § 54.1-2401 of the Code; or
6. 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 a suspension or revocation of your license may be justified, the Committee may offer you a consent order in lieu of a formal hearing.

If you fail to appear at the informal conference, the 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 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., M.S., J.D.
Deputy Executive Director, Discipline

SBR/gk

Enclosures

cc: Robert A. Nebiker, Director, Department of Health Professions
Anne G. Joseph, Deputy Director, Administrative Proceedings Division
Special Conference Committee Members
Grant Kronenberg, Adjudication Specialist
Sue S. Zich, RN, BSN, Senior Investigator (103424)