

**Student Attendance Guidelines
VIRGINIA BOARD OF NURSING
Meetings/Disciplinary Hearings**

**SECOND FLOOR CONFERENCE CENTER
Perimeter Center
9960 Mayland Drive, Suite 201
Henrico, Virginia 23233**

The Virginia Board of Nursing holds its regular meetings every two months. The Board welcomes registered nurse, practical nurse, and nurse aide students and faculty to observe business meetings and disciplinary hearings, and believes that students gain valuable knowledge and insight into the legal scope of nursing practice and the ramifications of violating nursing laws and regulations in Virginia. In addition, students are encouraged to examine their future roles as responsible and accountable health professionals in today's society.

All meetings of the Board are open to the public, but seating is limited, so the Board has developed the following guidelines to assist with your visits. **Please provide a copy of these guidelines to each student attending Board of Nursing meetings.** In order to make your visit more productive and hospitable, please consider the following:

1. The Board of Nursing meets regularly from Monday through Thursday during the months of January, March, May, July, September, and November. Meetings are usually scheduled to begin at 9:00 am. Disciplinary hearings held on Monday a.m. (informal conferences), Monday p.m. (formal panel hearings); Wednesday a.m. and p.m. (formal full Board or panel hearings); and Thursday a.m. and p.m. (formal panel hearings). The Board conducts its other business on Tuesday.
2. Maximum seating capacity is approximately **88** for formal or panel hearings and **15** for informal conferences, and students groups are accommodated on a *first-come, first serve* basis. Arrangements should be made at your earliest convenience with **Darlene Graham at (804) 367-4576**. Please ensure that you are only requesting space for students that will be attending. If the number of students changes for any reason, please let Ms. Graham know before the day of the hearing. You will be given a time for the students to arrive at the Conference Center, Second Floor.
3. Faculty should be in attendance with their students for the duration of the meetings and should assist Board of Nursing by holding the students accountable to these guidelines.
4. Please advise students that appropriate dress and conduct are expected. Extraneous noise in Board hearings is distracting and can become problematic, and all guests are encouraged to be as quiet and orderly as possible.
 - Students are requested to dress professionally and should be wearing their student identification badge. The hearing rooms can be very warm or very cold, so dressing in layers is advisable.
 - Out of respect for the respondents, please remain quiet and maintain a calm and non-judgmental facial expression at all times. Whispering and giggling during the proceeding is grounds for dismissal from the proceeding and the Conference Center.
 - All electronic equipment (cell phones, pagers, watches with alarms, PDA's, Blackberries, etc.) must be turned off. **No texting during the proceedings.**
 - A Board staff member will meet with the students prior to the beginning of the proceeding to go over expectations and provide an overview of the Board of Nursing.
 - **The Perimeter Center building does not open until 8:15 a.m. No students will be admitted into the building prior to 8:15 a.m.** If you arrive before that time, there are several fast food restaurants in the area for beverages, food, and restrooms.
5. The Board usually schedules morning and afternoon breaks as well as a lunch time. **Break foods and beverages are furnished for the Board Members and staff only!** Students and faculty may use the vending area on the 2nd floor or use the Café on the 1st floor of this building. However, **food or beverages may not be brought into the meeting rooms.** All trash is expected to be disposed of in trash containers provided prior to entering the hearing rooms or Board rooms.

6. The meeting agenda can be found on the Department website: www.dhp.virginia.gov. Scroll to Board of Nursing.
7. Typically, students are encouraged by Board members to ask questions during breaks about the various cases and disciplinary actions taken. Board members and staff look forward to helping students learn about safe, competent, and effective nursing practice.
8. The Perimeter Center Building in which the Board of Nursing is housed has a no loitering policy. Therefore, all visiting guests are to conduct their business and not aimlessly linger. The security company that enforces this policy considers persons waiting in parked cars for extended periods of time to be loitering. Therefore, it would be advisable not to have family members wait in the car while you are attending hearings.
9. Throughout the day, the Board will go into closed session to deliberate on cases. Students should exit the room quickly and quietly when directed taking all belongings with them.
10. Board of Nursing staff will identify the location for students to congregate during closed session.
11. Should a student not adhere to these guidelines Board of Nursing staff will consult with faculty and a student may be asked to leave. Security in the Conference Center have the authority and responsibility to remove people from the Conference Center who are disruptive to any hearings or meetings in the Conference Center.