

Student Attendance Guidelines for Disciplinary Proceedings

VIRGINIA BOARD OF NURSING
SECOND FLOOR CONFERENCE CENTER
Perimeter Center
9960 Mayland Drive, Suite 201
Henrico, Virginia 23233

The Board believes that students gain valuable knowledge and insight into the legal scope of practice through hearing attendance. The Board invites students and faculty from registered nursing, practical nursing, nurse aide and medication aide programs to observe disciplinary hearings and, by doing so, encourages them to examine their roles as responsible and accountable future health professionals.

The Virginia Board of Nursing conducts formal hearings during one four-day period every odd numbered month (January, March, May, July, September, and November). Formal hearings are held on Monday, Wednesday and Thursday, with the Board conducting business on Tuesday. Special Conference Committees consisting of 2 Board members are conducted during even numbered months and are open to the public. Hearings and Conferences are usually scheduled to begin at 9:00 a.m. Meeting dates and agendas are located on [Town Hall](#).

Seating at the Board's public disciplinary proceedings is limited with a maximum seating varying based upon room size. Student groups are accommodated on a *first-come, first served* basis. Reservations should be made with **Beth Yates** at Beth.Yates@dhp.virginia.gov or (804) 367-4473. Please provide Ms. Yates, with the date and number of attendees when submitting the request. Board staff will provide an arrival time and will notify the contact person for the programs if a time change occurs.

Two weeks prior to the hearing date, faculty must submit a list of attendees (faculty and students) to Ms. Yates using the Group Attendance Form located on the website. If the list of attendees changes for any reason, please submit a revised list to Ms. Yates at least 48 hours before the day of the hearing.

Faculty must be in attendance with their students for the duration of the meetings and should hold their students accountable to these guidelines.

FACULTY: Please share these guidelines with students attending Board of Nursing meetings:

- ✓ Please arrive no later than ½ hour prior to the scheduled proceeding. **No admittance will be permitted prior to the Perimeter Center building opening at 8:15 a.m.** If you arrive before that time, there are several fast food restaurants in the area for beverages, food, and restrooms.
- ✓ Visitors must bring photo identification and sign in and out of the building. Additional security measures may be required for admittance.
- ✓ Visitors are requested to dress professionally and wear their student identification badge at all times.
- ✓ The hearing rooms can be very warm or very cold so dressing in layers is advisable.
- ✓ Out of respect for the licensee and Board members, 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, etc.) must be turned off.
- ✓ **No texting is permitted during the proceedings.**
- ✓ After all testimony has been heard, there will be a motion to go into Closed Session for the Board to deliberate. Following the motion, visitors must return to the waiting room and will be notified when to return to the hearing room.
- ✓ Visitors may use the vending areas on the 1st and 2nd floor of this building during breaks. However, **food or beverages may not be brought into the meeting rooms.** Please dispose of all personal trash in the trash containers provided prior to re-entry.
- ✓ A Board staff member will meet with the students prior to the proceeding to review expectations and provide an overview of the Board of Nursing.