APPROVED

BOARD OF DENTISTRY
NEW MEMBER ORIENTATION

Friday, July 26, 2013

Department of Health Professions
9960 Mayland Drive, Suite 200
Richmond, Virginia

CALL TO ORDER: The meeting was called to order at 9:51 a.m.

PRESIDING: Jeffrey Levin, D.D.S., Interim President

MEMBERS PRESENT: Al Rizkalla, D.D.S.
Bruce S. Wyman, D.M.D.

STAFF PRESENT: Sandra K. Reen, Executive Director
Kelley W. Palmatier, Deputy Executive Director
Huong Q. Vu, Operations Manager

ORIENTATION: Dr. Levin welcomed Dr. Rizkalla and Dr. Wymàn to the Board and said he is currently serving as the interim President. He added that the Board will hold officer elections at its September meeting. He commented that it is an honor to serve as a Board member and noted that it there is a steep learning curve. He stated that when there is question about anything it is best to contact Board staff. He then reviewed the Bylaws and the Code of Conduct for Members and Ms. Reen explained the information in the Board of Dentistry binder.

Ms. Vu reviewed the state's policies on travel, per diems and conflict of interest training.

Ms. Reen stated that being a Board member is a prestigious position but it does not include individual privileges because the Board speaks as a body. She added that she is the spokesperson for the Board and asked the new members to direct questions and requests for assistance related to Board business to her. She then explained the Board's three areas of work; licensure, regulation, and discipline. She gave an overview of the Board's structure, staffing, and memberships in SRTA and ADEX as well as its participation in AADB meetings. She indicated that serving as an examiner is optional.

Ms. Palmatier explained and discussed the disciplinary case process and the roles of Enforcement and APD. She then walked through the Probable Cause Review form and discussed the information needed to close a case and to move a case forward for an advisory letter, confidential consent agreement, pre-hearing consent order or informal conference. She also reviewed the laminated guide staff prepared on case reviews, probable cause decisions and disciplinary action. She encouraged the new members to use it to help them work through their cases and urged them to call the assigned case manager or her if they have any questions about a case.

ADJOURNMENT The training was adjourned at 4:00 p.m.

Jeffrey Levin, D.D.S., Interim President

September 13, 2013
Date

Sandra K. Reen, Executive Director

September 13, 2013
Date