

# 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 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 months and are open to the public. Hearings and Conferences are usually scheduled to begin at 9:00 a.m. **Meeting dates and agendas can be found on the Board of Nursing website at <https://www.dhp.virginia.gov/Boards/Nursing/AbouttheBoard/Calendar/>**

Seating at the Board's public disciplinary proceedings is limited with a maximum seating capacity of approximately **88** for formal hearings and **15** for informal conferences. Student groups are accommodated on a *first-come, first served* basis. Reservations should be made with Darlene Graham at [Darlene.Graham@dhp.virginia.gov](mailto:Darlene.Graham@dhp.virginia.gov). **Please include the program name, contact person and information, number of students and date(s) desired in your email.** Once you reservation has been confirmed, you will be given a time for the students to arrive at the Conference Center, Second Floor. Ms. Graham will notify the contact person for the program of time changes as they occur.

***Due to enhanced security measures, faculty must submit a list of attendees (both faculty and students) to Ms. Graham two weeks prior to their scheduled visit, the template for which is located on our website. If the list of attendees changes for any reason, please submit a revised list to Ms. Graham 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. Keep in mind that **the Perimeter Center building opens at 8:15 a.m. so no admittance prior to that time.** If you arrive before that time, there are several fast food restaurants in the area for beverages, food, and restrooms.
- ✓ Students must bring picture identification and sign in and out of the building. They may also be required to succumb to additional security measures.
- ✓ A Board staff member will meet with the students prior to the proceeding to go over expectations and provide a Board of Nursing overview.
- ✓ Students 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, the panel of the Board will go into Closed Session to deliberate and make their decision. Students will be asked to exit the room quickly and quietly and await the decision in the designated student waiting room.
- ✓ Students and faculty may use the vending area on the 2<sup>nd</sup> floor or use the Café on the 1<sup>st</sup> 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.