

**OFFICE OF PROFESSIONAL REGULATION  
89 MAIN STREET, 3<sup>RD</sup> FLOOR, MONTPELIER, VT  
BOARD OF NURSING  
UNAPPROVED MINUTES  
November 13, 2017**

**1. Call to Order:**

The meeting was called to order at 9:03 a.m. by Ellen Watson –Chair at Office of Professional Regulation, 89 Main Street, 3<sup>rd</sup> Floor, Office of Professional Regulation Conference Room A, Montpelier, VT; Board members present: Ellen Watson, Jennifer Laurent, Jeanine Carr, Virginia Hudson, Douglas Sutton, William White, Luana Tredwell, Jill Duell, Kelly Sinclair, Deborah Swartz. Staff members present: Phyllis Mitchell – Executive Director, Gabe Gilman – Board Attorney, Lauren Hibbert– Board Attorney, Prosecuting Attorneys; Jennifer Colin, Rachel Allen, Elizabeth St. James; Michael Kupersmith – Hearing Officer; Ellen Leff - Nursing Case Manager, Kristin Husher – Nursing Program Manager. Michelle Lavoie – Licensing Administrator; Nicole York – Licensing Administrator; Others present; Debra Hebert, Sarah Moore, Susan Toolin, Investigator John Lewis, Carrie Phillips – Executive Director of Pharmacy; Attorney Bob Allen. By phone; Kevin Smith

**2. Changes and Additions to the Agenda:**

Carrie Phillips, Exec. Director of Pharmacy will discuss U. S. Pharmacopeia Chapter 800

**3. Approval of Minutes:**

J. Carr moved to approve the minutes – With changes **Pass**

**4. CLOSING REPORTS:**

J. Laurent moved to recommend that the following closing reports be accepted. **Pass**

- 2016-489

**5. Summary Suspensions/Hearings:**

2016-507 Shinosky, Alexander was present. The Board went into deliberative session at 3:02; resumed at 3:20. The case was dismissed. **Pass**

2016-406 Hilton, Holly was not present. J. Carr moved to **INDEFINITELY SUSPEND** the license of Licensed Nursing Assistant **Holly Hilton**. **Pass**

**6. Stipulations:**

2016-612 Skinner, Michelle was not present. D. Swartz moved to **REINSTATE AND CONDITION** the license of Licensed Nursing Assistant **Michelle Skinner**. **Pass**

M2011-19 Benson, Sarah was not present. J. Carr moved to accept the **VOLUNTARY SURRENDER** the license of Registered Nurse **Sarah Benson**. **Pass**

2016-667 Robbins, Susan was not present. D. Sutton moved to **WARN AND CONDITION** the license of Registered Nurse **Susan Robbins**.  
**Pass**

2016-172 Schildhauer, Tara was not present. D. Sutton moved to **CONDITION** the license of Licensed Practical Nurse **Tara Schildhauer**.  
**Pass**

**7. Preliminary Denial of Application:**

**8. Proposed Administrative Law Orders:**

**OTHER DISCIPLINARY ITEMS:**

**9. Administration, Education, Practice, Licensure:**

**Executive Director's Report:**

The Board received and reviewed the November 2017 Executive Director Report with Phyllis Mitchell. Veterans Day falls on November 12, 2018 which is the Nursing Board meeting day. Rescheduled to November 5, 2018.

**10. Administration:**

**11. Public Comments:**

Debbie Ogden was present to discuss her Licensed Nursing Assistant license. She will reapply so the Board can preliminarily deny her license so she can come before the Board of Nursing.

**12. Education:**

**Nursing Education Committee:**

Met on October 20, 201 and reviewed the Nursing Program Annual Reports

**Nursing Program Manager Report:**

Moved to next Board meeting.

**Annual Report:**

- Castleton University BSN and RN to BSN – J. Laurent moved to **APPROVE** **Pass**
- Norwich University BSN and MSN – E. Watson moved to **APPROVE** **Pass**
- Southern Vermont College BSN – J. Carr moved to **APPROVE** **Pass**
- UVM BSN, MSN, DNP – D. Sutton moved to **APPROVE** **Pass**

- VTC PN Cert., ADN, RN to BSN, Re-entry LPN and RN – E. Watson moved to **APPROVE** with one change **Pass**

**LNA Programs:**

- Randolph Technical Career Center – Biennial Review Approval - J. Carr moved to **APPROVE.** **Pass**
- Cold Hollow Career Center. – Biennial Review Approval - E. Watson moved to **APPROVE.** **Pass**

**Nursing Assistant Education and Practice Committee:**

Met on October 12, 2017

**13. Practice**

**APRN Sub-Committee:**

Has not meet since last Board meeting

**14. Practice Committee:**

The committee met on November 1, 2017.

- Revised Position Statement – Role of the RN in obtaining informed consent for a treatment or procedure.
- Retire Position Statement: Responsibilities of the nurse in providing complimentary and integrative health interventions.

D. Swartz moved to **APPROVE.** **Pass**

**15. Alternative Program Committee:**

Met on November 3, 2017

**16. Other Business:**

Carrie Phillips, Exec. Director of Pharmacy provided information to the board on the changes to U. S. Pharmacopeia Chapter 800; Hazardous Drugs.

**Adjournment:** J. Laurent moved to adjourn the meeting at 4:45PM.

Minutes recorded by: Michelle Lavoie, Licensing Board Specialist

Draft minutes reviewed by: Phyllis Mitchell, Executive Director

Draft minutes approved by Vermont Board of Nursing