

§ AGREED
§
§ ORDER

Information received by the Board produced evidence that Respondent may have violated Section 301.452(b)(8), Texas Occupations Code. Respondent waived representation by counsel, informal proceedings, notice and hearing, and agreed to the entry of this Order offered on June 18, 2010, by Katherine A. Thomas, MN, RN, Executive Director, subject to ratification by the Board.

1. Prior to the institution of Agency proceedings, notice of the matters specified below in these Findings of Fact was served on Respondent and Respondent was given an opportunity to show compliance with all requirements of the law for retention of the license.
2. Respondent waived representation by counsel, informal proceedings, notice and hearing, and agreed to the entry of this Order.
3. Respondent is currently licensed to practice professional nursing in the State of Texas.
4. Respondent received an Associate in Nursing from New York Special, New York on March 1, 1984, and a Bachelors Degree in Nursing from University of New York - Excelsior College, New York, on September 15, 1989. Respondent was licensed to practice professional nursing in the State of Texas on July 30, 1990.
5. Respondent's professional nursing employment history is unknown.

6. On or about October 17, 2008, Respondent submitted a renewal application to the Texas Board of Nursing in which she answered "Yes" to the following question:

"Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?"

Respondent disclosed the following orders:

- A. On or about July 16, 1992, Respondent was issued a CONSENT AGREEMENT by the Arizona State Board of Nursing, placing Respondent on PROBATION. A copy of the July 16, 1992 Agreed Order is attached, showing the following Findings of Fact:
- Respondent administered 5 mg IV Compazine to a patient of St. Luke's Medical Center at 0630 on March 26, 1992.
 - No order for Compazine had been given by a physician to Respondent.
 - Respondent admits to administering medications (Tylenol, laxatives, Compazine, Vesprin) on previous occasions without a physician's order)
- B. On or about February 15, 1994, Respondent was issued a CONSENT TO ENTRY OF BOARD ORDER OF REVOCATION AND ORDER NO. 920554, by the Arizona State Board of Nursing. A copy of the January 16, 1992 order is attached, showing the following Findings of Fact:
- Respondent administered 5 mg IV Compazine to a patient of St. Luke's Medical Center at 0630 on March 26, 1992.
 - No order for Compazine had been given by a physician to Respondent.
 - Respondent admits to administering medications (Tylenol, laxatives, Compazine, Vesprin) on previous occasions without a physician's order)
 - On August 17, 1992, Respondent entered into a Consent Agreement with a twenty-four (24) month probation.
 - On November 30, 1993, Respondent requested, in writing, to revoke her RN06535 license.
- C. On or about May 22, 1997, Respondent was issued an ORDER OF DENIAL NO. 970116, by the Arizona State Board of Nursing. A copy of the May 22, 1997 order is attached, showing the following Findings of Fact:
- On February 15, 1994, Applicant entered into a Consent Agreement to voluntarily revoke her professional nursing license RN065357.
 - On January 15, 1997, the Applicant applied for reinstatement of her license.

- Applicant failed to provide substantial evidence that the basis for denial or revocation has been removed and that the issuance of license will no longer constitute a treat to public health and safety.

- D. On or about October 29, 1993, Respondent was issued a REPRIMAND by the Department of Business and Professional Regulation Board of Nursing for the State of Florida, placing Respondent on PROBATION. A copy of the October 29, 1993, Final Order is attached, showing the following Findings of Fact:

On or about July 16, 1992, Respondent's license to practice nursing in the State of Arizona was placed on Probation for a period of two (2) years by the Arizona Board of Nursing. The Respondent has been so disciplined in the State of Arizona for administering medications to patients without physician's orders for same.

Additional disciplinary action:

- E. On or about May 5, 1999, The California Board of Registered Nurses denied Respondents initial application for licensure.

On or about June 10, 1999, the Board of Nurse Examiners for the State of Texas, investigated the denial of licensure taken by the California Board and closed the case as No Action.

7. In response to Finding of Fact Number Six (6), Respondent states: Her patient was a 93 y/o female, admitted to CCU to rule out an MI. ON 03/26/1992, the patient started getting very anxious and started dry heaving. Respondent tried different comfort measures but nothing helped, in fact the dry heaves seemed to be escalating. The patient refused a suppository per CCU standing orders. The CCU standing orders also had Morphine IV for pain or Compazine IM for nausea. Respondent tried to reach the admitting physician but the answering service said the doctor had already left for the hospital and could not be reached. The dry heaves were not getting better. Respondent felt the Morphine was inappropriate and the Compazine was a better choice, but didn't want to give an IM injection to a "rule out MI" so she gave the Compazine IV. She recorded it on the med sheet and waited to talk with the MD. She waited for over an hour for the MD to arrive but she still had not arrived or responded by the time she left. The patient was much calmer and no longer dry heaves and when she left the patient, she was in good spirits and had even sung "Happy Birthday"

CONCLUSIONS OF LAW

1. Pursuant to Texas Occupations Code, Sections 301.451-301.555, the Board has jurisdiction over this matter.
2. Notice was served in accordance with law.

3. The evidence received is sufficient to prove violation of Section 301.452(b)(8), Texas Occupations Code.
4. The evidence received is sufficient cause pursuant to Section 301.452(b), Texas Occupations Code, to take disciplinary action against Registered Nurse License Number 561311, heretofore issued to ELIZABETH CHRISTINE FLOWER, including revocation of Respondent's license to practice professional nursing in the State of Texas.

ORDER

IT IS THEREFORE AGREED and ORDERED, subject to ratification by the Texas Board of Nursing, that RESPONDENT SHALL receive the sanction of a WARNING WITH STIPULATIONS, and RESPONDENT SHALL comply in all respects with the Nursing Practice Act, Texas Occupations Code, §§301.001 *et seq.*, the Rules and Regulations Relating to Nurse Education, Licensure and Practice, 22 TEX. ADMIN. CODE §211.1 *et seq.* and this Order.

IT IS FURTHER AGREED and ORDERED that this Order SHALL be applicable to Respondent's nurse licensure compact privileges, if any, to practice nursing in the State of Texas.

IT IS FURTHER AGREED and ORDERED that while Respondent's license is encumbered by this Order, Respondent may not work outside the State of Texas pursuant to a nurse licensure compact privilege without the written permission of the Texas Board of Nursing and the Board of Nursing in the party state where Respondent wishes to work.

IT IS FURTHER AGREED that:

(1) RESPONDENT SHALL, within one (1) year of entry of this Order, successfully complete a course in Texas nursing jurisprudence and ethics. RESPONDENT SHALL obtain Board approval of the course prior to enrollment only if the course is not being offered by a pre-approved provider. Home study courses and video programs will not be approved. In order for the course to

be approved, the target audience shall include nurses. It shall be a minimum of six (6) hours in length. The course's content shall include the Nursing Practice Act, standards of practice, documentation of care, principles of nursing ethics, confidentiality, professional boundaries, and the Board's Disciplinary Sanction Policies regarding: Sexual Misconduct; Fraud, Theft and Deception; Nurses with Substance Abuse, Misuse, Substance Dependency, or other Substance Use Disorder; and Lying and Falsification. Courses focusing on malpractice issues will not be accepted.

RESPONDENT SHALL CAUSE the sponsoring institution to submit a Verification of Course Completion form, provided by the Board, to the Office of the Board to verify RESPONDENT's successful completion of the course. This course shall be taken in addition to any other courses stipulated in this Order, if any, and in addition to any continuing education requirements the Board has for relicensure. *Board-approved courses may be found at the following Board website address:*

<http://www.bon.state.tx.us/disciplinaryaction/stipscourses.html>.

IT IS FURTHER AGREED, SHOULD RESPONDENT PRACTICE AS A NURSE IN THE STATE OF TEXAS, RESPONDENT WILL PROVIDE DIRECT PATIENT CARE AND PRACTICE IN A HOSPITAL, NURSING HOME, OR OTHER CLINICAL SETTING AND RESPONDENT MUST WORK IN SUCH SETTING A MINIMUM OF SIXTY-FOUR (64) HOURS PER MONTH UNDER THE FOLLOWING STIPULATIONS FOR TWO (2) YEARS OF EMPLOYMENT. THE LENGTH OF THE STIPULATION PERIOD WILL BE EXTENDED UNTIL SUCH TWENTY-FOUR (24) MONTHS HAVE ELAPSED. PERIODS OF UNEMPLOYMENT OR OF EMPLOYMENT THAT DO NOT REQUIRE THE USE OF A REGISTERED NURSE (RN) LICENSE WILL NOT APPLY TO THIS STIPULATION PERIOD:

(2) RESPONDENT SHALL notify each present employer in nursing of this Order of the Board and the stipulations on RESPONDENT's license. RESPONDENT SHALL present a complete copy of this Order and all Proposals for Decision issued by the Administrative Law Judge, if any, to each present employer within five (5) days of receipt of this Order. RESPONDENT SHALL notify all future employers in nursing of this Order of the Board and the stipulations conditions on RESPONDENT's license. RESPONDENT SHALL present a complete copy of this Order and all Proposals for Decision issued by the Administrative Law Judge, if any, to each future employer prior to accepting an offer of employment.

(3) RESPONDENT SHALL CAUSE each present employer in nursing to submit the Notification of Employment form, which is provided to the Respondent by the Board, to the Board's office within ten (10) days of receipt of this Order. RESPONDENT SHALL CAUSE each future employer to submit the Notification of Employment form, which is provided to the Respondent by the Board, to the Board's office within five (5) days of employment as a nurse.

(4) RESPONDENT SHALL be supervised by a Registered Nurse who is on the premises. The supervising nurse is not required to be on the same unit or ward as RESPONDENT, but should be on the facility grounds and readily available to provide assistance and intervention if necessary. The supervising nurse shall have a minimum of two (2) years experience in the same or similar practice setting to which the Respondent is currently working. RESPONDENT SHALL work only regularly assigned, identified and predetermined unit(s). RESPONDENT SHALL NOT be employed by a nurse registry, temporary nurse employment agency, hospice, or home health agency. RESPONDENT SHALL NOT be self-employed or contract for services. Multiple employers are prohibited.

(5) RESPONDENT SHALL CAUSE each employer to submit, on forms provided to the Respondent by the Board, periodic reports as to RESPONDENT's capability to practice nursing. These reports shall be completed by the Registered Nurse who supervises the RESPONDENT. These reports shall be submitted by the supervising nurse to the office of the Board at the end of each three (3) month period for two (2) years of employment as a nurse.

(6) RESPONDENT SHALL CAUSE her probation officer to submit written reports on forms provided to the Respondent by the Board. The reports shall indicate the RESPONDENT's compliance with the court ordered probation. The reports shall be furnished each and every three (3) month period until RESPONDENT is released from probation.

IT IS FURTHER AGREED, that upon full compliance with the terms of this Order, all encumbrances will be removed from RESPONDENT's license to practice nursing in the State of Texas and RESPONDENT shall be eligible for nurse licensure compact privileges, if any.

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CONTINUED ON NEXT PAGE.

RESPONDENT'S CERTIFICATION

I understand that I have the right to legal counsel prior to signing this Agreed Order. I waive representation by counsel. I have reviewed this Order. I neither admit nor deny the violation alleged herein. By my signature on this Order, I agree to the Findings of Fact, Conclusions of Law, Order, and any conditions of said Order, to avoid further disciplinary action in this matter. I waive judicial review of this Order. I understand that this Order is subject to ratification by the Board. When this Order is ratified, the terms of this Order become effective, and a copy will be mailed to me. I understand that if I fail to comply with all terms and conditions of this Order, I will be subject to investigation and disciplinary sanction, including revocation of my license to practice professional nursing in the State of Texas, as a consequence of my noncompliance.

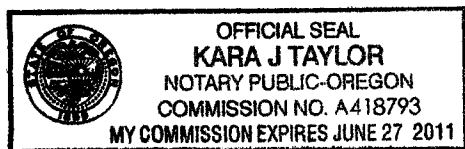
Signed this 24 day of August, 2010.




ELIZABETH CHRISTINE FLOWER, Respondent

Sworn to and subscribed before me this 24 day of August, 2010.

SEAL

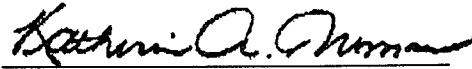




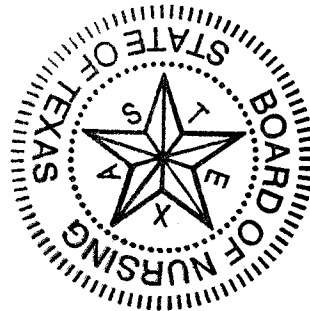
Notary Public in and for the State of Oregon

WHEREFORE, PREMISES CONSIDERED, the Texas Board of Nursing does hereby ratify and adopt the Agreed Order that was signed on the 24th day of August, 2010, by ELIZABETH CHRISTINE FLOWER, Registered Nurse License Number 561311, and said Order is final.

Effective this 21st day of October, 2010.



Katherine A. Thomas, MN, RN
Executive Director on behalf
of said Board



BEFORE THE ARIZONA STATE BOARD OF NURSING

IN THE MATTER OF PROFESSIONAL)
NURSE LICENSE NO: RN065357)
ISSUED TO:)
ELIZABETH CHRISTINE FLOWER)
_____)

CONSENT AGREEMENT
AND ORDER NO: 920554

CONSENT AGREEMENT

A complaint charging Elizabeth Christine Flower (hereinafter Respondent) with violation of the Nurse Practice Act has been received by the Arizona State Board of Nursing (hereinafter Board). In the interest of a prompt and speedy settlement of the above captioned matter, consistent with the public interest, statutory requirements and the responsibilities of the Board, and pursuant to A.R.S. §41-1009(D), the undersigned parties enter into this Consent Agreement as a final disposition of this matter:

1. Based on the evidence before it, the Board makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

A. Respondent is the holder of Professional Nurse License No. RN065357.

B. Respondent administered 5 mg IV Compazine to a patient of St. Luke's Medical Center at 0630 on March 26, 1992.

C. No order for Compazine had been given by a physician to Respondent.

D. Respondent admits to administering medications (Tylenol, laxatives, Compazine, Vesprin) on previous occasions without a physician's order.

CONCLUSIONS OF LAW

A. Pursuant to A.R.S. §32-1606, §32-1663 and §32-1664, the Board has subject matter and personal jurisdiction in this matter.

B. The conduct and circumstances described in the Findings of Fact constitutes a violation of A.R.S. §32-1663(D)(4) and A.A.C. R4-19-403(1)(6).

C. The conduct and circumstances described in the Findings of Fact constitutes sufficient cause pursuant to A.R.S. §32-1664(M) to revoke, suspend or take other disciplinary action against the license of Respondent to practice as a professional nurse in the State of Arizona.

1. Respondent admits the Board's Findings of Fact and Conclusions of Law.

2. In lieu of a formal hearing on these issues, Respondent agrees to issuance of the attached Order and waives all rights to a hearing, rehearing, appeal or judicial review


relating to the Order except in the limited circumstance(s) specified in Paragraph 15 of the Order.

3. Respondent understands that all investigative materials prepared or received by the Board concerning these violations and all notices and pleadings relating thereto may be retained in the Board's file concerning this matter.

4. Respondent understands that those admissions are conclusive evidence of a prior violation of the Nurse Practice Act and may be used for purposes of determining sanctions in any future disciplinary matter.

5. Respondent understands the right to consult legal counsel prior to entering into this Consent Agreement and (such consultation has been obtained) or (such consultation is waived).

6. Respondent understands that this Consent Agreement is effective upon its acceptance by the Board and the Respondent.


Respondent

Dated: 8/7/92

ARIZONA STATE BOARD OF NURSING


Fran Roberts, M.S., R.N.
Executive Director

Dated: July 16, 1992

ORDER

In view of the above Findings of Fact, Conclusions of Law and the Consent of Respondent, the Board hereby issues the following Order:

A. Respondent's consent to the terms and conditions of the Order and waiver of public hearing are accepted.

B. Respondent's license is placed on probation for twenty-four (24) months, while employed in nursing or until such time as Respondent has worked as a professional nurse in a probationary status for twenty-four (24) months. Probation is to commence the effective date of this Order and is subject to conditions.

1. Obey all Laws

Respondent shall obey all federal, state and local laws, and all laws/rules governing the practice of nursing in this state.

2. Interview with the Board or its Designee

Respondent shall appear in person for interviews with the Board or its designee upon request at various intervals and with reasonable notice.

3. Stamping Of License

Within ten (10) days of the effective date of this Order, Respondent shall submit license to be stamped "probation."

4. Out-of-State Practice/Residence

Before any out-of-state practice or residence can be credited toward fulfillment of these terms and conditions, they must first be approved by the Board prior to leaving the state. If Respondent fails to receive such approval before leaving the state, none of the time spent out-of-state will be credited to the fulfillment of the terms and conditions of this Order.

5. Change of Employment/Personal Address/Telephone Number

Respondent shall notify the Board, in writing, within one (1) week of any change in nursing employment, personal address or telephone number.

6. Notification of Practice Settings

All current and future settings in which the Respondent practices nursing shall be promptly provided with a copy of the Board Order and informed of the probationary status. Within ten (10) days of Respondent's employment on probationary status, Respondent shall cause the immediate supervisor to inform the Board, in writing and on employer letterhead, acknowledging receipt of a copy of the Order and ability to comply with the conditions of probation. In the

event Respondent is attending a nursing program, Respondent shall provide a copy of the Order to the Program Director. Respondent shall cause the Program Director to inform the Board, in writing and on school letterhead, acknowledging receipt of a copy of the Order and ability of the program to comply with the conditions of probation during clinical experiences.

7. Quarterly Reports

Beginning three (3) months after the effective date of this Order, and quarterly thereafter, Respondent shall cause every employer Respondent has worked for during the quarter to submit to the Board, in writing, satisfactory employer evaluations, on the Board-approved form. In the event Respondent is not employed in nursing, or attending school, during any quarter or portion thereof, Respondent shall submit to the Board, in writing, a self-report describing other employment or activities, on the Board-approved form.

8. Practice Under Direct Supervision

Respondent shall practice only under the direct supervision of a registered nurse in good standing with the Board of Nursing. The supervising nurse should be primarily one (1) person.

9. Registry Work Prohibited

Respondent may not work for a nurse's registry, traveling nurse agency, any other temporary employing agencies or float-pool during the period of probation, unless prior approval of the Board for "direct supervision" has been granted.

10. Prohibited Hours of Work

Respondent shall work only the day or evening shift during probation.

11. Prohibited Duties

Respondent shall not work as a charge nurse.

12. Renewal of License

In the event the license is scheduled to expire during the period of probation, Respondent shall apply for renewal of the license, pay the applicable fee, and otherwise maintain qualification to practice nursing in Arizona.

13. Reevaluation of Conditions

In the event Respondent does not work in nursing within two (2) years of the effective date of this Order, Respondent may appear before the Board for reevaluation of the probationary conditions.

14. Release of Information Forms

Respondent shall immediately execute all release of information forms as may be required by the Board or its designee.

15. Violation of Probation

If Respondent violates probation in any respect, the Board, after giving Respondent notice and the opportunity to be heard, may revoke probation and take further disciplinary action. If a complaint or petition to revoke probation is filed against Respondent during probation, the Board shall have continuing jurisdiction until the matter is final, and the period of probation shall be extended until the matter is final.

16. Surrender of License

Respondent may, at any time this Order is in effect, voluntarily and irrevocably surrender the license and whatever rights Respondent may have under this Order with a request that it be revoked by the Board, and upon such action by the Board, Respondent shall be relieved of any restrictions or conditions imposed under this Order.

17. Completion of Probation

Upon successful completion of probation, the Respondent shall request formal review by the Board and after formal review by the Board, Respondent's nurse license may be fully restored by the appropriate Board action if compliance with the Board Order has been demonstrated.

18. Educational Course/Programs

Within thirty (30) days of the effective date of this Order, Respondent shall submit to the Board or its designee, for prior approval, a course outline/objectives of an educational course or program related to Legal/Ethical aspects of nursing. Respondent shall then provide written proof of attendance and successful completion of each required course or program. Following the completion of each course or program, the Board, or its designee, may administer an examination to test Respondent's knowledge of the course or program content.

19. Costs

Respondent shall bear all costs of complying with this Order.

ARIZONA STATE BOARD OF NURSING

Fran Roberts RN, MS

SEAL

Fran Roberts, R.N., M.S.
Executive Director

Dated: July 16, 1992

FR/DF:mw

cc: James McGee
Assistant Attorney General
Civil Division
Attorney General's Office
1275 West Washington
Phoenix, AZ 85007


ARIZONA STATE BOARD OF NURSING

IN THE MATTER OF PROFESSIONAL)
 NURSE LICENSE NO. RN065357)
 ISSUED TO:)
 ELIZABETH CHRISTINE FLOWER)
 101 W. HIGHLAND, NO. A)
 PHOENIX, ARIZONA 85013)

CONSENT TO ENTRY OF BOARD
 ORDER OF REVOCATION AND
 ORDER NO. 920554

Elizabeth Christine Flower, the holder of License No. RN065357 ("Licensee"), consents to the entry of the attached Order (the "Consent") by the Arizona State Board of Nursing (the "Board") to resolve the allegations which the Board has received regarding Licensee's compliance with the Nurse Practice Act. Before entering into this Consent, Licensee has had the opportunity to consult with a lawyer. Pursuant to this Consent, Licensee admits the Findings of Fact contained in the attached Board Order. Licensee understands that the Findings of Fact admitted in this Consent constitutes adequate grounds to revoke Licensee's license to practice nursing, pursuant to A.R.S. 32-1664(M). Licensee understands that Licensee has a right to a formal hearing of the allegations received by the Board and right to appeal any Board action. By entering into this Consent, Licensee waives Licensee's right to a formal hearing and any right to appeal the Board's attached Order.

Signed this 15 day of February, 1994.


 Licensee: Elizabeth Christine Flower
 License No. RN065357

RECEIVED
 ARIZONA STATE BOARD
 OF NURSING

JAN 17 '94

The Arizona State Board of Nursing (the "Board") met in open session the 20th day of January, 1994, to consider the allegations which the Board has received concerning ("Licensee"), the holder of Professional Nurse License No. RN065357. The Board reviewed the Consent to Entry of Board Order (the "Consent") signed by Licensee. The Board has considered Licensee's admissions of fact in the Consent, the Board files, and its investigative materials. After full discussion by the Board, and upon motion duly seconded, the Board enters the following Findings of Fact, Conclusion of Law and Order.

I. Findings of Fact

- A. Licensee is the holder of Professional Nurse License No. RN065357.
- B. Respondent is the holder of Professional Nurse License No. RN065357.
- C. Respondent administered 5 mg IV Compazine to a patient of St. Luke's Medical Center at 0630 on March 26, 1992.
- D. No order for Compazine had been given by a physician to Respondent.
- E. On August 17, 1992, Respondent entered into a Consent Agreement with a twenty-four (24) month probation.

- F. On November 30, 1993, Respondent requested, in writing, to revoke her RN06535 license.

II. Conclusions of Law

- A. Pursuant to A.R.S. § § 32-1606, 32-1663, and 32-1664, the Board has subject matter and personal jurisdiction in this matter.
- B. The conduct and circumstances described in the Findings of Fact constitute a violation of A.R.S. § 32-1663 (D), (4) and (7), and A.A.C. R4-19-403 (1) and (6).
- C. The conduct and circumstances described in the Findings of Fact constitute sufficient cause pursuant to A.R.S. § 32-1664(M) to revoke, suspend or take disciplinary action against the license of Licensee to practice as a professional nurse in the State of Arizona.

III. Order

In view of the above Findings of Fact, Conclusions of Law, the contents of the Board's administrative file regarding

Elizabeth Christine Flower, and the Consent of Elizabeth Christine Flower, the Board issues the following Order:

Pursuant to A.R.S. § 32-1664(M), the Board hereby revokes Professional Nurse License No. RN065357, issued to Elizabeth Christine Flower, effective immediately upon the execution of this Order.

IT IS FURTHER ORDERED that Licensee may apply for reinstatement of said license pursuant to A.A.C. R4-19-404 after a period of two (2) years.

ARIZONA STATE BOARD OF NURSING

SEAL

Fran Roberts RN, MS

Fran Roberts, R.N., M.S.
Executive Director

Dated: January 20, 1993

FR/AT:mw

cc: Deborah R. Scott
Assistant Attorney General
Civil Division
Attorney General's Office
1275 West Washington
Phoenix, AZ 85007

ORDER

NOW THEREFORE, IT IS ORDERED that the application of Elizabeth Christine Flower for a license to practice as a professional nurse in the State of Arizona is denied.

PURSUANT TO A.R.S. § 32-1665, any person aggrieved by this Order may apply to the Board within ten days after service thereof, in writing, and request a public hearing with respect to this Order.

DATED this 22nd day of May, 1997.

SEAL

ARIZONA STATE BOARD OF NURSING
Joey Ridenour, R.N., M.N.

Joey Ridenour, R.N., M.N.
Executive Director

JR/CC:plc

COPY mailed this 30th day of May, 1997, by Certified Mail No. P345 242 767 to:

Elizabeth Christine Flower
3240 66 Terrace South #E
St. Petersburg, FL 33712

By: *Patricia L. Carr*
Legal Secretary