

Note: This form may not be required. Most information is already in the Detailed Summary of Committee Findings. If used, it is recommended that this report not be kept in the nurse's personnel file.

PEER REVIEW COMMITTEE'S FINAL REPORT TO ADMINISTRATOR

Date: _____ Case # _____

1. Nurse Reviewed:

Name: _____ Lic.#: _____

2. Incident Reviewed (Describe briefly. Do not use patient names.)

Date: _____ Time: _____ Location: _____ Unit: _____

Incident/Conduct:

3. Resolved through use of an informal workgroup. Yes _____ No _____

4. The Detailed Summary of the Peer Review Committee Findings is attached. Yes ___ No ___ (Required)

5. Due process checklist is attached. Yes ___ No ___

6. The Detailed Summary was provided to the Nurse. Yes ___ No ___

7. The Nurse was apprised of the right to submit a rebuttal statement. Yes ___ No ___ (Required)

8. The Nurse has submitted a rebuttal statement. Yes ___ No ___

9. If the Nurse submitted a rebuttal, a copy is attached. Yes ___ No ___

10. The Committee will report the nurse to BON. Yes ___ No ___

11. Does Committee recommend corrective action? Yes ___ No ___

Action recommended: _____

12. Did Committee find that external factors beyond the nurse's control contributed to the incident? Yes _____ No _____

If Yes, briefly describe.

Risk Management Committee information was shared for feedback: _____

13. Is it suspected that the Nurse's conduct is related to chemical dependency or mental illness?

Chemical Dependency _____ Mental Illness _____ Neither _____

Both impairment was suspected and a practice violation was involved and nurse was reported to BON: Yes _____

Impaired practice was suspected but not practice violation and nurse reported to: TPAPN _____ BON _____

14. Recommendations/Comments: (Optional: Use only if peer review committee's recommendations are used in administrative/personnel decision making process.)

Signature _____

Committee Chair

Date

INSTRUCTIONS

1. This report is designed for use when the nurse has been provided a Detailed Summary of Findings as required by Chapter 303. To avoid the nurse being given one description of the findings and the sponsoring facility another, the Detailed Statement of Facts should be the primary document for describing the committee's findings.
2. Chapter 303 and BON rules require that if the committee makes an adverse finding, it must provide the nurse a detailed summary of findings and give the nurse an opportunity to submit a rebuttal statement.