

TRANSMITTAL NOTIFYING NURSE OF COMMITTEE'S FINDINGS

It is recommended that this transmittal letter be used simply as a cover letter for transmitting the Detailed Summary of the Peer Review Committee's Findings. This is recommended to help ensure that the Detailed Summary of Findings be the document that is the official report of the committee.

The tone of the transmittal letter will likely vary with the findings of the committee. You may also want to use the letter to remind the nurse of his/her right to submit a rebuttal statement, to whom the committee will report its findings, the need to maintain confidentiality, to whom the nurse shall direct any questions, etc. Although many of these issues are addressed in the suggested Detailed Summary of Findings, it won't hurt to repeat them in the transmittal letter.

The following is a sample transmittal letter when a nurse's conduct is found to have violated minimum nursing standards but constitutes a minor incident. If not found to be a minor incident, the letter would need to be revised accordingly.

Dear A. Nurse:

The Nursing Peer Review Committee has determined that:

- ___ your conduct failed to meet the minimum accepted standards for professional/vocational nursing practice,
- ___ your continuing to practice nursing does not pose a threat of harm to patients or others provided you successfully complete certain recommended remediation.

Accordingly, the committee will not be reporting you to the BON unless you fail to successfully complete the recommended remediation.

Enclosed is the committee's Detailed Summary of Findings.

You have the right to submit a rebuttal statement responding to the committee's findings. Any rebuttal statement you submit will be included whenever the Detailed Summary of Findings are disclosed. If you wish to do so, please use the attached form and return to me no later than 10 days from receipt of this letter. Failure to return by this date may result in the Detailed Summary of Findings being disclosed without the rebuttal statement attached.

If you have any questions, please contact me.

Sincerely,

Chair, Nursing Peer Committee