

Sample Format for Report

The written report should be structured according to the format described below to include the following sections in this order:

1. Documents Reviewed:
 - Provide a brief summary of the materials reviewed in chronological order
2. Case History (Act(s)):
 - Briefly summarize the relevant history of the case in chronological order
 - (e.g.) *RN cut & pasted a person's signature on a letter of recommendation when she applied for her nursing license*
3. Standard of Practice:
 - State the accepted standard of practice. The standards should be stated separately and distinctly for each patient or event involved
 - (e.g.) *RN's should be honest & trustworthy given their responsibilities and their mandate to provide care to the client and act as the advocate for the client. They also must function within the limits of their Nurse Practice Act*
4. Departure from Standards of Practice - Professional Opinion
 - Describe why the RN's actions were within the Standards of Practice, **or**;
 - State the departure from accepted standards of practice/conduct for each separated instance
 - (e.g.) *The RN failed to respond to a sounding patient alarm for over 60 minutes, resulting in the patient being found unresponsive. The proper response in this situation would have been....."*
5. Harm to Patient:
 - State whether or not the departure(s) from standards of practice caused or could have caused harm to any patient(s) and describe generally the harm or nature of the potential harm.
6. Conclusion:
 - State a clear and concise conclusion whether or not there was a departure(s) from the standard of care. If applicable, specify the appropriate category of misconduct, (e.g. unprofessional conduct, gross negligence, and/or incompetence) and explain your reasons for concluding the misconduct.
 - (e.g.) (Gross Negligence) *The RN's failure to properly respond to a sounding patient alarm represents a failure to provide care which the nurse knew, or should have known, could have jeopardized the client's health or life. Therefore I find this departure to be representative of Gross Negligence.*
 - (e.g.) (Incompetence) *Additionally, the RN demonstrated Incompetence due to her failure to exercise a degree of learning, skill, care and experience for an RN with her training record and certifications in telemetry nursing.*