

Investigative Plan

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Respondent Name

Case Number

Summary of the Complaint:

Possible Violations as identified by the Complainant:

Evidence needed

Medical Records (Week of incident only, to include H&P, PO, NN, MAR, NAR or Pyxis, flowsheets as applicable)

Facility Policy and Procedures:

Reports/Documents from other agencies/facilities:

Witness Statements:

# Nursing Care Quality Assurance Commission INVESTIGATIVE REQUEST CHECKLIST

File # \_\_\_\_\_ Respondent: \_\_\_\_\_

- DSHS Report
- Law Enforcement Report
- Court Records
  - Affidavit of Probable Cause
  - Criminal Informatory (charging doc)
  - Judgment & Sentencing
  - Plea of Guilty (if applicable)
- Provider/Facility Letter of Cooperation

Address To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### INVESTIGATE

- Diversion/Substance Use/Abuse
- Standard of Care
- Documentation/Medication Order
- Beyond Scope
- Sexual Misconduct
- Criminal
  - Theft
  - Abuse

### PATIENT RECORDS

| Name(s)  | Date of Records |
|----------|-----------------|
| 1. _____ | _____           |
| 2. _____ | _____           |
| 3. _____ | _____           |
| 4. _____ | _____           |
| 5. _____ | _____           |

### FACILITY INVESTIGATIVE DOCUMENTS

- Internal Investigation Including All Statements
- Pharmacy Audit
- Description of Behavior(s)
- Full Panel Drug Screen
- Breathalyzer test results ~~or~~ Blood Alcohol test(s) results
- Other \_\_\_\_\_  
 \_\_\_\_\_

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WASHINGTON STATE  
DEPARTMENT OF HEALTH  
NURSING CARE QUALITY ASSURANCE COMMISSION

CONFIDENTIAL INVESTIGATION REPORT

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CASE #

RESPONDENT:

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APPENDIX B  
GENERAL SUMMARY

Complaint Summary

Summary



APPENDIX C

APPENDIX D  
CONTACT LIST  
(Other

APPENDIX E  
PREVIOUS CASES



- x Prepare letter of allegations
- x Prepare report.

2. Name

- x complaint
- x Obtain Facility records
- x Prepare letter of allegations
- x Prepare report.

3. Name

- x complaint
- x Obtain Facility records
- x Prepare letter of allegations
- x Prepare report.

4. Obtain Facility records

- x Prepare letter of allegations
- x Prepare report.

5. Name

- x complaint
- x Obtain Facility records
- x Prepare letter of allegations
- x Prepare report.

6. Name

- x complaint
- x Obtain Facility records
- x Prepare letter of allegations
- x Prepare report.

7. Name

- x complaint
- x Obtain Facility records
- x Prepare letter of allegations
- x Prepare report.



