

## **Initial Review of Complaint**

- When a complaint is received in the Board office it is reviewed by Board staff and the Executive Director for the following:
  - Does the Board have **jurisdiction**? Which means, is the subject of the complaint a licensed nurse (APRN, RN or LPN) or certified nursing assistant (CNA) in Wyoming? Also, regarding practice-related allegations, was the subject of the complaint working in the capacity of an APRN, RN, LPN or CNA at the time of the incident?

### **AND**

- Do the allegations in the complaint **violate** the Wyoming Nurse Practice Act (NPA) or Boards Rules and Regulations (Rules)? *The NPA and Rules can be found on the Board's website under the ["NPA/Rules"](#) tab. Grounds for Discipline in the Rules are located in [Chapter 8, Section 3.](#)*
- If the answer is "YES" to both of these questions, an investigation is opened.
- If the answer is "NO" to one of these questions, an investigation is NOT opened.
  - If it is determined an investigation should NOT be opened, Board staff will:
    - Notify the complainant, via letter of receipt of the complaint, and state the reason why an investigation was not opened.

### **AND**

- Notify the subject of the complaint, via letter of receipt of the complaint, and provide a copy of the complaint along with the reason why an investigation was not opened.