Investigative and Hearing Process
Wyoming State Board of Nursing

- Once a complaint is made, an investigation is initiated and you will be notified by letter with a copy of the complaint sent to the last address indicated in the Wyoming State Board of Nursing’s (“Board”) records.

- When preparing a personal statement or response, please respond truthfully to the complaint, as well as to any investigative inquiry that may follow. Failure to respond or failure to provide truthful information will slow the investigation and could be further grounds of a violation.

- Please be aware the investigation may take time. The length of the investigation depends upon the full cooperation of everyone involved.

- When the investigation is complete, the complaint and supporting documents will be sent for review by a Disciplinary Committee (“DC”). The DC can consist of:
  - The Executive Director or other designee delegated to engage in specified decision-making and recommendations, including utilization of a discipline matrix process; or
  - One or more designated Board members assigned to investigate a disciplinary complaint. See, Administrative Rules and Regulations (Board’s Rules), Chapter 8, Section 5: Disciplinary Committee and Investigations of the Administrative Complaint.

- Once the DC makes a decision regarding the case, which may involve consultation with the assigned Assistant Attorney General (“AAG”) from the Attorney General’s Office, the DC may make recommendations to resolve a complaint as follows: (1) dismissal, or written notice of warning; or (2) settlement agreement for reprimand, imposition of restrictions, conditions, suspension, or a combination thereof; or (3) revocation or voluntary surrender. Formal disciplinary actions include reprimand, conditions, non-renewal, suspension, voluntary surrender or revocation of licensure or certificate. These formal disciplinary actions are required by federal law to be reported to National Practitioner Data Bank (“NPDB”). A revocation or voluntary surrender also may result in further action by the Office of Inspector General (“OIG”). A notice of warning is not reported to NPDB.

- The DC may ask for an informal conference with you at any stage of the investigation. An informal conference is an opportunity to meet and discuss allegations or seek to obtain additional information. An informal conference may occur by telephone or in person depending on logistics. Once the DC makes a decision regarding the case, with which you disagree or wish to have further opportunity to discuss, you may also request an informal conference, which may prompt further consideration of the decision.

- If the DC’s decision involves a dismissal or a proposed notice of warning, you will receive a letter informing you of the decision.

- If the DC’s decision involves a proposed formal and reportable disciplinary action, you will receive a letter informing you of the decision and proposing a settlement of the case. YOU HAVE A RIGHT TO A HEARING IF YOU DO NOT AGREE WITH THE DC’S DECISION. You also have all the rights of due process, including a hearing before the full Board.

- If you agree to the proposed disciplinary action and execute a settlement agreement, it is placed on the agenda of the Board’s next meeting to approve the settlement agreement. Please remember that if the Board approves a settlement agreement the disciplinary sanction will be reported to NPDB. The Board may also choose NOT to approve the proposed settlement agreement, which will result in a hearing before the Board.