



FORMAL COMPLAINT FORM

Complainant Information:

Full legal name: (include middle initial or name)	
Mailing Address: (City/Town, Province/Territory, Postal Code)	
Email:	
Phone numbers:	
Work: ()	Cell or Home: ()

Are you lodging this complaint as an employer?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please identify the health authority:	
Subject of Complaint:	
Nurse's name:	
Location of incident(s):	
Date(s) of incidents(s):	

Please note a complaint may be dismissed by the Chairpersons of the Professional Conduct Committee if the complaint is determined to be frivolous, vexatious, or is conduct not pertaining to the Nursing Profession Act.

A complaint will be dismissed by the chairperson of the Professional Conduct Committee if there is a insufficient evidence to support the allegation.

Signature: _____

Date: _____



Date(s) of Incident if known:

Actions of Nurse/Description of Incident. Add additional pages if needed.

Please do not send confidential patient information or any information that may violate an individual's right to privacy. The Director of Professional Conduct will make formal requests for any information needed during the investigation. At this stage we simply want to know what material could/should be requested

Witnesses (Attach separate sheet if needed)

Witness Name:	Contact information including, phone number, or patient identifier (Initials and date of birth of patient)

Documentation (Attach a separate sheet if needed):

Document title e.g. Internal Investigation, ER record, Inpatient Chart, Transport Record, or Narcotic record	Date of Document and/ or Identifier

Print and complete both pages. Please fax or send scanned document via email. Follow up with original to office in person or by mail to

Executive Director

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Phone 867-873-2745

Fax 867-873-2336

Email: ed@rnantnu.ca Website: www.rnantnu.ca

The Director of Professional Conduct will contact you to discuss the matter more fully.