Fitness to practise: keeping you safe

1. You complain to us about a nurse, midwife or nursing associate
   - What do I need to provide?
     • Details of your concerns.
     • Any relevant documents.
     • Details of the nurse, midwife or nursing associate.
   - What are the possible outcomes?
     • We look at the complaint to see if we should investigate it.

2. If necessary, we investigate
   - We decide whether to investigate further in less than 8 weeks
   - What do I need to provide?
     • We might ask you for a witness statement.
   - We aim to finish our investigation in less than 25 weeks
   - What are the possible outcomes?
     • We issue a warning, give advice or agree actions to address the concerns
     • We send to a hearing.
     • We close the case because there’s no case to answer.

3. Our case examiners decide what happens next
   - Our case examiners aim to make decisions in less than 6 weeks
   - If case examiners send the nurse, midwife or nursing associate to a hearing...

4. We prepare for a hearing
   - Preparing for a hearing takes up to 26 weeks
   - What do I need to provide?
     • We might ask for more information to support your statement.
     • We might ask you to attend the hearing as a witness.
   - What are the possible outcomes?
     • The individual may be removed from the register, suspended, have conditions of practice imposed, be cautioned, or the case may be closed.

5. We hold a hearing
   - Most hearings take between two days and two weeks.
   - What support is there for me?
     • Witness liaison service (you can get in touch by email or call them on 020 7681 5390).
     • We might restrict the nurse, midwife or nursing associate’s practice at any point (but normally during Stage 1) if we think people are at risk.