



LICENSE PROTECTION CHECKLIST

- My current address is on file with the Board.
- I have a copy of my most recent performance evaluation in a place where I can find it easily.
- If my unit was short-staffed or if I was floated to a unit with which I was unfamiliar, I have a copy of the letter expressing my concerns that I gave to my supervisor and it is in a place where I can find it easily.
- I am giving, not only to my patients, but to my co-workers and, most importantly to myself.
- I am in integrity with my documentation.
- I am my word.
- I am focused and follow through with tasks that are assigned to me.
- I trust my gut and take action based on my instincts.
- I am responsible for everything that happens in my life and my career.
- I am proud of my actions and even if my actions were recorded to be played back to me later, I would be comfortable.
- I don't blame others for what happened; I take responsibility.
- I arrive at work at my scheduled time.
- I give adequate notice when I am ready to resign from a position.

- If I am not happy in my workplace, I leave.
- If I have any concerns that I may be fired, I resign.
- If I don't feel like I feel like I fit into my work environment, I resign.
- I fit in with the culture of my work environment.
- I ask for help when I need it.
- I speak up when it is in the patient's best interests.
- I know my Nurse Practice Act.
- I know the policies and procedures in my health care facility that pertains to me.
- I know what is in my Employee Handbook.
- I maintain confidentiality.
- I do not use controlled substances, illegal substances or alcohol.
- I have weighed the pros and cons of having malpractice insurance.

Prepared by Lorie A. Brown of Brown Law office. Ms. Brown is a nurse-attorney and founder of Brown Law Office in 1999, representing nurses and other health care providers before the Licensing Board. The principal location of Brown Law Office is in Indianapolis but Ms. Brown has co-counsel relationships with nurse-attorneys and other attorneys throughout the U.S. Ms. Brown believes it is "better safe than sorry" and to be proactive about any situation rather than face problems later. If you are in need of legal assistance with license protection, employment law or contracts, visit us at www.yournurseattorney.com.