

## STATEMENT OF COMPLAINT REVIEW COMMITTEE PROCEDURES

You have received notification of allegations made against you, pertaining to alleged violations or grounds to take disciplinary action against you under the Occupations Code, Chapter 203 Midwives (Texas Midwifery Act) and/or Texas Midwifery Board Rules for Midwives. This Complaint Review Committee meeting is scheduled to give you an opportunity to refute those allegations, in whole or in part, and to potentially avoid the necessity of a formal hearing. You should be aware of the following procedures which apply to this meeting.

- 1) You may be represented by an attorney at this Complaint Review Committee meeting should you desire to. You may bring any person you wish to this meeting, including apprentices or other witnesses to the events involved in the complaint.
- 2) During the Complaint Review Committee meeting, you may be asked questions. You may decline to answer any questions posed to you during the meeting.
- 3) Your participation in the Complaint Review Committee meeting is voluntary and you may terminate your participation at any time. If the meeting is terminated by either party, that does not prevent the Complaint Review Committee from proceeding with a formal hearing. You are encouraged to cooperate fully with the Complaint Review Committee to ensure that it has all the pertinent information relating to the complaint against you.
- 4) The Complaint Review Committee may attempt to resolve the complaint by recommending that the Texas Midwifery Board close the complaint, by proposing disciplinary action, or by requesting additional investigation before making a recommendation. The final decision on the resolution of any complaint is made by the Texas Midwifery Board.
- 5) A verbatim transcript is not being kept of this meeting; however, outline notes will be made and may be used at an Informal Settlement Conference if this matter is not resolved.

Should you have any questions, please bring them to the attention of the Midwifery Program or consult with your attorney, if you have retained legal counsel.