1. **DOCUMENT.** Write down your observations as soon as possible.

2. **BE OBJECTIVE.** Don’t let emotions cloud your judgment.

3. **COLLECT THE FACTS.** Whistleblowing is very serious. Make sure facts are accurate.

4. **BE AWARE.** Individuals engaging in unethical or illegal matters may not be helpful.

5. **REMAIN CALM.** Think through your actions before you take them.

6. **GET ADVICE.** Seek counsel from someone you trust outside the situation.

7. **EDUCATE YOURSELF.** Consult your nurse’s association and seek legal counsel if needed.

8. **DON’T DELAY.** Whistleblower laws don’t protect you until you blow the whistle.

9. **KEEP COPIES.** Make copies of your documentation and your complaints.

10. **REPORT.** Report to a state or national regulator. It is best practice to put your complaint in writing. Go to www.wsna.org/whistleblower for reporting contact information.

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