

APPENDIX B

Guide For Use of Event Report Forms

The following form is to be utilized whenever an event occurs during the clinical experience. Blank copies of the event report are available from the Department Chairs and on the College of Nursing Share Point site under the Baccalaureate folder, specifically Clinical Documents.

Steps:

1. Follow Agency Policy for reporting events.
2. Fill out one College of Nursing event report form for all occurrences, which fit the following definition.
 - Definition: An event is any happening in which injures or has the potential to injure a patient/client, a student or any other individual.
Those events prevented by some intervention do not need to be reported on this form.
3. Counsel student regarding event. Report treatment received for student injuries. Be sure student is seen at Student Health Services.
4. If the event is a possible "Blood Exposure" the appropriate Department Chair is notified immediately for follow-up.
5. Turn in form to your Department Chair/Associate Dean no later than 1700 hours the next school day.
6. The form is then filed in the central file located in the Dean's Office.
7. Based on the Faculty member's judgment, this event may be considered in the clinical evaluation of the student but any written discussion should be free of confidential information and should make no reference to the event report.

Routing:

Student → Faculty → Department Chair → Dean's Administrative Assistant → Dean

