

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 03/14, 05/17

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Written by: Undergraduate Nursing
Curriculum

Approved:



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President

SUBJECT: BSN Student Incident or Near Misses Related to Patient Care in Clinical Settings

PURPOSE: To provide a policy and procedure regarding the documentation and follow-up of incidents and near misses which occur during clinical experiences.

EFFECTIVE

FOR: Administration, BSN Faculty, Staff, and BSN Students

POLICY:

Incident is defined as an error, “circumstances in which planned actions fail to achieve the desired outcome”. (http://patientsafetyed.duhs.duke.edu/module_e/definitions.html)

Near miss is defined as “an event, situation, or error that took place but was captured before reaching the patient.”

(<http://www.ismp.org/Newsletters/acutecare/articles/20090924.asp>)

In a near miss situation, this event was originally missed but was captured before reaching the patient by both the faculty member and the student.

Students who are involved in an incident or near miss in a clinical setting should follow the clinical agency policies governing such incident or near miss. If a student is involved in an incident or near miss during the clinical experience he/she must report the injury or exposure immediately to the faculty member supervising the clinical experience. The intention of this policy is not to create blame, but to examine the process that caused the incident or near miss to occur as well as create an opportunity for learning.

Students who are involved in an incident at a clinical facility must comply with that agency’s policy and procedure pertinent to the incident. At a minimum, this compliance includes completing all required documentation and reporting as required by the agency where the incident occurred. Students who are involved in a near miss shall complete the documentation on the form that is included with this policy.

The faculty member responsible for the student where the incident or near miss occurred shall ensure that the written report is completed immediately following the incident or near miss. In the case of a serious incident, the faculty member must immediately

contact her or his dean. If unable to contact the dean, the faculty member must contact the College's chief academic officer or College President.

PROCEDURE:

1. Faculty and students shall follow the policy of the cooperating agency in regards to reporting and follow up of the incident or near miss that occurred during the clinical experience.
2. In the case of an incident, the faculty member and student will be responsible for completing both the agency incident report and the Allen College Incident and Near Miss Report (see attached form). Faculty will assure completeness of the reports and sign them.
3. In the case of a near miss, the faculty member and student will complete the Allen College Incident and Near Miss Report (see attached form). Faculty will assure completeness of the report and sign it.
4. The faculty member shall be responsible for reporting the incident to the dean of the school of nursing. The dean will provide a copy of the report to the College's chief academic officer.
5. The dean of the school of nursing will monitor the reports that have been submitted to examine trends, and report these to the Undergraduate Nursing Curriculum committee on an annual basis.

ALLEN COLLEGE
Incident and Near Miss Report

1. Date of this report:
2. Name of person making this report:
3. Name of student:
4. Academic program in which this student is enrolled:
5. Time and date of student incident/injury:
6. Clinical (or other) site where this incident/injury occurred:
7. If an incident, was a clinical agency incident report completed?
8. Description of the incident/injury and circumstances surrounding the incident/injury:
 - A. Medication related: _____
 - B. Diet related: _____
 - C. Client physical injury related: _____
 - D. Procedure related: _____
 - E. Other: _____
9. Outcome/follow up (as needed) with client, institution, and student.

I attest that the information provided on this form, to the best of my knowledge, describes the cited incident or near miss.

Signature and Date: _____ / ____ / _____

This document must be transmitted to the dean of the school of nursing as soon as possible but no later than 24 hours following the incident or near miss. In the case of serious incident, the reporting party must contact the dean of the school immediately, or if the dean cannot be reached, the chief academic officer or College President.

I have reviewed this report:

Signature of the School's Dean

The dean will retain a copy of this report.

Date