

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

Supersedes: 3/14, 5/17, 3/18, 5/22

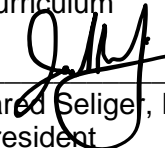
No: 2-I-900-03

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Written by: Undergraduate Nursing
Curriculum

Approved:



Jared Seliger, PhD, CNMT
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)

According to the Institute of Medicine, a near miss is “an act of commission or omission that could have harmed the patient but did not cause harm as a result of chance, prevention, or mitigation.”

([https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4475608/#:~:text=According%20to%20the%20Institute%20of,is%20another%20definition%20\(3\).](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4475608/#:~:text=According%20to%20the%20Institute%20of,is%20another%20definition%20(3).))

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.

A written report must be completed by the student and the faculty member who is responsible for the student within 24 hours of becoming aware of the incident or near miss. The written report will be submitted to the Dean of the School of Nursing.

PROCEDURE:

1. Faculty and students shall follow the policy of the cooperating agency in regard 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.
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.
4. The faculty member shall be responsible for reporting the incident to the dean of the school of nursing.
5. Incident and near miss reports will be monitored by the Dean of the School of Nursing to examine trends and provide follow up as needed.
6. Remediation will occur within two weeks following each incident or near miss. The remediation will be dependent upon the situation.

**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 or near miss:
6. Clinical (or other) site where this incident or near miss occurred:
7. If an incident, was a clinical agency incident report completed?
8. Was this incident or near miss related to (check the appropriate box):

<input type="checkbox"/>	Medications
<input type="checkbox"/>	Diet
<input type="checkbox"/>	Client physical injury
<input type="checkbox"/>	Procedure
<input type="checkbox"/>	Other:

9. Narrative description of the incident or near miss and circumstances surrounding its occurrence:
 A.
10. Outcome/follow up (as needed) with client, institution, and student.
11. Remediation plan:

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

Faculty Signature and Date: _____ / ____ / ____
Student Signature and Date: _____ / ____ / ____

This document must be completed by the faculty member who is responsible for the student within 24 hours of becoming aware of the incident or near miss. The written report will be submitted to the Dean of the School of Nursing.

I have reviewed this report:

Signature of the School's Dean
The dean will retain a copy of this report.

Date