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|-------------------------------------|-------|--|--------|----------------------------|
| F/S | | | | SUBJECT: Clinical Incident |
| REVISED OR REVIEWED | DATE | | PAGE | |
| 5/96 10/04 4/2009 9/2012 12/2015 | 01/96 | | 1 of 1 | |

Signature  Date December 16, 2015

STANDARD POLICY

POLICY

Each faculty member is responsible for accurate documentation of incidents in the performance of clinical activities.

PROCEDURE

1. The student is required to notify faculty at the time of the event and complete Form 19A, the clinical agency's incident report form, if appropriate.
2. The faculty member is responsible for notifying appropriate agency personnel at the time of the event.
3. The faculty member will counsel the student verbally and in writing regarding the incident. A copy of the incident report form (Form 71A) will be forwarded to the SON Director. The form will then be placed in the student's permanent file.