



Policies and Procedures Manual:	Originating Department/ Committee:
Policy No. : ST 10	Page 1 of 1
Date Originated: 1983	Last Revision: Dec 2, 2018
Approved by: FON Council	Approval Date: Dec 12, 2018

Purpose:

The purpose of this policy is to have a data base for the accurate number of incidents and build appropriate strategies in preventing the incidents from reoccurring.

Policy:

- Any health incident in the, laboratory or clinical settings at any affiliated clinical agencies must be reported by the student/faculty member.
- Notify the incident to the appropriate person (Infection control/charge nurse) and complete the documentation required by the facility.
- Complete Incident Report Form within the same day, which includes a clear statement of the incident that occurred, who was involved, action that was taken, and any plan for follow-up. The description should be factual in nature and free of interpretation and impressions. If a student is unavailable to sign the Incident Report Form within one day, the Nursing faculty should indicate this on the form and obtain the student's signature as soon as possible.
- For incidents involving blood/body fluids, the student and/or faculty member should report immediately to the infection control nurse. The student/faculty should follow the agency's policies and procedures
- When treatment is not accessible in the clinical agency, the faculty member should refer the student to King Abdulla Hospital.
- If the faculty member is involved in the incident he/she should get treatment, following guidelines set forth by the clinical site.
- In the event of an incident involving a student, any follow-up care is the responsibility of the student, through their insurance at the university's expense.
- The faculty member should forward the completed report within a day to the appropriate vice Dean, with a copy to the dean or designee for review.
- If the injury occurs to faculty or staff, the report will then be forwarded to the dean.

Procedure:

Definitions:

Health Incident: A health incident is defined as any actual or potential injury or health risk that occurs to a student or a faculty member in any teaching environment within the Faculty of Nursing or its affiliated clinical agencies

Documentation Required

Incident Report Form

Approval:

FON Council

References:

JUST regulations