
FACULTY OF HEALTH STUDIES

Subject: Occurrence Report Policy	Date: September 18, 2013
Department: Nursing	Revised: December 2, 2013
Program: Bachelor of Nursing	Reviewed: November 27, 2017

The Department of Nursing developed a process for reporting and tracking significant events (Close Calls, Occurrences, Critical Incidents, Critical Occurrences) that occur while students are engaged in clinical practice. The reporting and tracking of these significant events is for the purpose of learning from the events, analyzing system and related processes, promoting continuous quality improvement, informing curricular decisions and meeting the requirements of the College of Registered Nurses of Manitoba (CRNM). The process of occurrence reporting and tracking is not intended to result in punitive action toward student(s) or faculty but rather in learning that will facilitate safe practice and in turn, patient safety.

POLICY:

Students or Faculty who are directly (ie Student or Instructor error) involved in a significant event (Close Call, Occurrence, Critical Incident, or Critical Occurrence as defined) while engaged in clinical practice, must complete a Department of Nursing, Faculty of Health Studies Occurrence Report (see attached Occurrence Report Form). The Department of Nursing Occurrence Report will be completed *in addition to* the applicable Regional Health Authority Occurrence Report as directed by RHA policy.

All supervising Faculty/ Preceptors involved in clinical practice courses will have copies of the Department of Nursing Occurrence Report available for immediate completion. Students will have access to on-line copies of the Department of Nursing Occurrence Reports to be used if needed.

The categories of significant events to be reported are defined as follows:

Close Call: An event or situation that could have resulted in an accident, injury, or illness, but did not, either by chance or through timely intervention. The event did not reach the patient, resident, client.

Occurrence: an unexpected, undesirable event that is noteworthy by virtue of the hazard it creates or of the harm it causes or can cause patients, residents, clients, others associated with the region and/or equipment or property.

Critical Incident: an unintended event that occurs when health services are provided to an individual and results in a consequence to him or her that:

- is serious and undesired, such as death, disability, injury or harm, unplanned admission to hospital or unusual extension of a hospital stay, and
- does not result from the individual's underlying health condition or from a risk inherent in providing the health services.

Critical Occurrence: Any occurrence involving:

- substantial harm to students, patients, clients, residents, or others
- unplanned or unexpected disruption in the delivery of services which may increase risk to patients, residents, clients
- natural disaster or emergency that puts those associated with the university at risk
- the potential for media or legal action involving those associated with the university
- a significant public health event

Guidelines for completion of the Occurrence Report are as follows:

1. The Occurrence Report is to be completed as soon as possible and within 24 hours, of the occurrence of the significant event.
2. Student will complete the Occurrence Report form under the direction of the supervising Faculty member/Preceptor.
3. The supervising Instructional Associate/Clinical Instructor/Preceptor will inform the Course Leader of the significant event.
4. The supervising Instructional Associate/Clinical Instructor/Preceptor will ensure appropriate follow up in the clinical area.
5. For significant events identified as Close-calls or Occurrences:
 - a) The Course Leader will forward the Occurrence Report to the Office Assistant for entry into the database.
 - b) The Office Assistant will scan the Occurrence Report and save in an electronic file. The original copy of the Occurrence Report will be retained in the Dean's office for a defined length of time that is reviewed annually to ensure legal and administrative requirements are met given the nature and consequences of the event.
6. For significant events identified as Critical Incidents or Critical Occurrences:
 - a) The Course Leader will forward the Occurrence Report to the Chair(s) of the Department of Nursing.
 - b) The Chair(s) of the Department of Nursing will review and sign the Occurrence Report and forward to the Dean of the Faculty of Health Studies.
 - c) The Dean of the Faculty of Health Studies will sign the Occurrence Report and forward same to the Office Assistant for entry into the database.
 - d) Depending on the nature of the significant event, the Dean may use discretion in informing the VP of Academic and Provost and/or University President.
7. At the end of each academic year, reports will be generated from the database. Tracking may include but will not be limited to:
 - a) Number of each type of event
 - b) Number of events involving medication, falls, other categories specified on report.
 - c) Year of program for student who was involved in event.
 - d) The timing of the event (what shift, what part of shift, what length of shift)
 - e) Contributing factors
 - f) Facility
8. A sub-committee of the Curriculum Committee, comprised of the BN Department Chair, Curriculum Committee Chair and one other Faculty member will review the annual reports generated from the database to determine if there are any implications for education, curricular planning, clinical placement planning, or other program changes.