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**FACULTY OF HEALTH STUDIES**

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**Subject:** Faculty of Health Studies Occurrence Report Policy      **Date:** September 18, 2013

**Department:** Nursing/Psychiatric Nursing      **Revised:** March 29, 2021

**Program:** Bachelor of Nursing/  
Bachelor of Science in Psychiatric Nursing      **Reviewed:** Nov 27, 2017

**Approved at Faculty  
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The Departments, Nursing and Psychiatric Nursing, developed a process for reporting and monitoring significant events (Close Calls, Occurrences, and Critical Incidents), that occur while students are engaged in clinical practice. The reporting and monitoring 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 reported to the College of Registered Nurses of Manitoba (CRNM) and College of Registered Psychiatric Nurses of Manitoba (CRPNM). The process of occurrence reporting and monitoring is not intended to result in punitive action toward student(s) or faculty but rather to facilitate safe practice and in turn, enhance patient safety.

**POLICY:**

Students or Faculty who are directly involved in a significant event (Close Call, Occurrence, Critical Incident), as a result of their clinical practice must complete a Faculty of Health Studies (FHS) Occurrence Report (see attached FHS Occurrence Report Form). The FHS Occurrence Report will be completed within 24 hours of the event *in addition to* the applicable Regional Health Authority (RHA) Occurrence Report as directed by RHA policy. Students assigned to a clinical setting with indirect clinical supervision must notify the supervising faculty member immediately after completion of the clinical shift.

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.

**Guidelines for completion of the Faculty of Health Studies Occurrence Report are as follows:**

1. Student will complete the FHS Occurrence Report form electronically and submit to the supervising faculty member.
2. If applicable, the supervising faculty member will inform the Course Instructor of the significant event.
3. The supervising faculty member will complete the faculty comment section on the FHS Occurrence Report.
4. The supervising faculty member will ensure appropriate follow up in the clinical area.
5. For all Occurrences:
  - a) The Course Instructor/supervising faculty member will forward the FHS Occurrence Report to the Office Assistant for entry into the database.
  - b) The Office Assistant will save the FHS Occurrence Report in an electronic file.
6. For significant events identified as Critical Incidents:
  - a) The Course Instructor/supervising faculty member will forward the FHS Occurrence Report to the Chair(s) of the relevant department.
  - b) The Chair(s) of the Department will review and sign the FHS Occurrence Report and forward to the Dean of the Faculty of Health Studies.
  - c) 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, assigned faculty members will review the FHS Occurrence Reports for the respective department and provide a report to the respective Curriculum Committee. Data may include, but will not be limited to, the following metrics:
  - 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) Contributing factors
  - e) Facility