

<b>University of Prince Edward Island</b>	<b>Policy Number:</b> 0002
<b>Policy Title: Clinical Incident Report</b>	<b>Pages:-</b> 3
<b>Authority:</b> Faculty of Nursing	<b>Creation Date:</b> February 2003
<b>Reference:</b> Adapted from Queens University, 2003 UPEI Incident Report Form	<b>Version Date:</b> July, 2019
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## PURPOSE

1. To document the type and frequency of incidents that occur during student clinical experiences in order to identify, analyse, and take action.
2. To provide documentation about the student's progression in the program.
3. To serve as an educational tool to assist faculty to detect gaps in understanding and direct changes in the educational program.

**SCOPE:** All students enrolled in the baccalaureate nursing program (2 year program and 4 year program).

## RESPONSIBILITY: Faculty of Nursing

### Definition:

An incident is defined as any happening which is not in accord with the routine operation of the institution or the routine care of a particular patient/client. It may involve a patient/client, staff member, student, visitor or all four. It could involve as well supplies, equipment, procedures, or particular services or programs.

**Clinical Discrepancy:** An error has been detected and corrected before an incident happened. This also qualifies as a clinical incident, instead of a medication error.

**Reporting Guidelines and Procedures:** *(Adapted from Philpott, M. (1985). Legal liability and the nursing process. Toronto: Saunders and UPEI Incident Report Form)*

The following guidelines are to be followed when completing an incident report:

- a) Documentation about the incident should be objective and contain factual information only. This form does not replace the organization's incident reporting form (Appendix A).
- b) Normally, reports are to be completed by the person directly involved in or present at the

time of the incident, i.e., student or Clinical Instructor. When a student is under the supervision of a preceptor/instructor, the Course Coordinator is to be notified of the incident as soon as possible.

- c) The report will be sent to the Course Coordinator who will forward it to UPEI Department of Health and Safety, the FON Dean or designate, and ensure a copy is placed in the student's file.

### APPENDIX A

#### UPEI FACULTY OF NURSING CLINICAL INCIDENT REPORT

**This form is to be completed by the student.**

Course Number		Date and Time of Incident:	
		Date and Time of Reporting:	

Name of Student:					
Clinical Instructor:					
Preceptor/Instructor if Designated:					
Institution/Agency:					
Exact Location of Incident:					
Who was notified of the incident?					
Who was involved? <b>Circle</b>	Patient	Student Nurse	Visitor	Staff	Other

Agency Incident Form completed?	
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This incident was :	Name	Title
Discovered by:		



**INCIDENT REPORT FORM DEFINITIONS**  
**(adapted from UPEI Incident Report Form)**

**EXPOSURE:** The state of having no protection from something harmful; the fact of experiencing something or being affected by it because of being in a particular situation or place.

**FIRST AID INJURY:** A minor injury requiring only first aid treatment.

**HAZARD:** Any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

**ILLNESS:** Unhealthy condition in mind or body.

**INCIDENT:** An unplanned, undesired event that hinders completion of a task and may cause injury, illness, property damage, or some combination of all three in varying degrees from minor to catastrophic. Unplanned and undesired do not mean unable to prevent.

**INJURY:** Physical harm or damage to a person.

**LOST TIME INJURY:** A disabling injury where the injured person is unable to report for their next regular shift.

**MEDICAL AID INJURY:** An injury requiring treatment by a health care professional.

**NEAR-MISS:** An undesired event that, under slightly different circumstances, could have resulted in personal/property damage or loss.

**PROPERTY DAMAGE:** Loss to equipment, material, and/or the environment.

**RECURRENCE:** An incident which has occurred more than once.