

University of Prince Edward Island	Policy Number: 0001
Policy Title: Reporting of Clinical and Medication Incidents	Pages: 4
Authority: Faculty of Nursing	Creation Date: February 2003
Reference: Adapted from Queens University, 2003	Version Date: December, 2019
	Review Date: December, 2023

PURPOSE

1. To document the type and frequency of incidents, including those involving medications, which 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 necessary changes in the educational program.
4. To support student learning and self-reflection.
5. To track the number and severity of all clinical and medication incidents and share confidential copies to UPEI's Health, Safety, and Environment Department.
6. To enable Health, Safety and Environment Department's records management and administration of Provincial Occupational Health and Safety Legislation.

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

RESPONSIBILITY: Faculty of Nursing

Definitions

Incident: 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 also involve 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 (near miss*).

Medication Incident: An event which involves an error in the administration of a drug (immunization agents) to a patient, or lack of administration of a prescribed drug to a patient.

Medication Discrepancy: an event which does not involve the actual administration of a drug to

a patient, but where an error in the medication process has been detected and corrected before reaching the patient (near miss*).

*The College of Registered Nurses of Prince Edward Island (CRNPEI) cites a near miss from the Canadian Patient Safety Institute (2009) as “An event with the potential for harm that did not result in harm because it did not reach the patient due to timely intervention or good fortune. The term “good catch” is a common colloquialism to indicate the just-in-time detection of a potential adverse event” (p. 17).

CRNPEI (2019). *Entry level competencies for Registered Nurses*. Retrieved from:
<https://immediac.blob.core.windows.net/crnpei/pdf/Entry%20Level%20Competencies%202019.pdf>

Canadian Patient Safety Institute (2009). *The safety competencies. Enhancing patient safety across the health professions*. Retrieved from:
<https://www.patientsafetyinstitute.ca/en/toolsResources/safetyCompetencies/Documents/Safety%20Competencies.pdf>

Reporting Guidelines and Procedures:

Canadian Nurses Protective Society (2007). *Medication Errors*. Retrieved from:
https://www.cnps.ca/upload-files/pdf_english/mederror.pdf

Philpott, M. (1985). *Legal Liability and the Nursing Process*. (1985) W.B. Saunders, Toronto. (original reference)

The following guidelines are to be followed when completing an incident report:
 Documentation about the incident should be objective and contain factual information only.

- a) Normally, reports are to be completed by the person directly involved in or present at the time of the incident, i.e., student or Faculty/Clinical Nursing 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.
- b) The report will be sent to the Course Coordinator who will sign and give it to an Administrative Assistant (AA). The AA will forward a scanned copy to UPEI Health, Safety and Environment Department, and ensure the original copy is placed in the student file.

UPEI incident reports are to be initiated and emailed/delivered to HSE within 24hrs of the incident occurring, so any actions by FON/HSE (if needed) are timely

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	
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Name of Student:					
E-mail:					
Phone:					
Clinical Instructor:					
Preceptor/Instructor if Designated:					
Institution/Agency:					
Exact Location of Incident:					
Who was notified of the incident?					
Who was involved? (circle)	Patient	Student Nurse	Visitor	Staff	Other

Agency Incident Form completed? (circle)	Yes	No
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This incident was:	Name	Title
Discovered by:		
Witnessed by:		
Reported to:		

Student describes exactly what happened:

Student describes what actions occurred once the incident was noted:

Student describes the consequences or potential consequences related to the incident:

Student's recommendations to prevent re-occurrence:

Recommendations from CNI and/or Course Coordinator

Student Signature: _____

Date: _____

Clinical Nurse Instructor/Preceptor: _____

Date: _____

Course Coordinator: _____

Date: _____

Protection of Privacy

The personal information requested on this form is collected under the authority of Section 31(c) of the PEI *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that *Act*. It will be used for the purpose of [state specific uses for which the information is collected].

Direct any questions about this collection to:

Dean, Faculty of Nursing
University of Prince Edward Island
550 University Avenue
Charlottetown PE
C1A 4P3
902 566-0771 (office)
902 566-0777 (fax)