

Policy S-1.11
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

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TITLE: **CLINICAL INCIDENT POLICY**

POLICY: The College of Nursing (CON) ensures that all students encountering any potentially hazardous exposure or clinical incident that occurs in conjunction with educational experiences will have access to timely follow-up.

RATIONALE: The College supports appropriate standards of client care and student safety in all student clinical learning experiences.

PROCEDURE:

A. A clinical incident includes any event in which

1. There is harm to a client or student and/or
2. There is an event for which the clinical agency requires a written report and/or
3. Exposure to any communicable disease including blood borne pathogens, which may be hazardous to patients, students, health care providers and or clinical faculty

B. If a clinical incident involving actual or potential harm to a client or student occurs during a clinical learning experience, the faculty member takes the following steps:

1. Intervene to reduce or prevent harm.
2. If incident is related to a biohazardous exposure, call the UF Needlestick-Biopath Hotline at (866) 477-6824 (24 hours/7days a week). **Immediate assessment and reporting of the incident per the outlined plan is essential.**
3. Report the incident in accordance with the clinical agency's policy.
4. Report the incident to her/his Program Director and fill out a Clinical Incident Form (see Attachment #1) within 24 hours of the incident. **Any incident involving serious harm to either a client or a student should be reported immediately to the Program Director or available College Administrator.**
5. Students exposed to blood borne pathogens or a communicable disease will follow the UF Student Health Care Center (SHCC) Needlestick-Biopath Program (<http://shcc.ufl.edu/all-patients/emergencies/needlestick-biopath/>) instructions depending upon their location and exposure. If you are located:
 - a. In Gainesville call the Needlestick-Biopath Hotline at (866) 477-6824
 - b. In Jacksonville, report to Employee Health Department (904-244-9576) during normal business hours. Report to UF Health -Jax Emergency Room if after normal business hours
 - c. If you are located outside of Gainesville, follow the institution protocol or if in doubt, go to the nearest emergency room.
6. The student is responsible for payment of expenses incurred as a result of a clinical incident or exposure. Students must file their medical expenses with their own insurance providers.
7. Students may seek financial assistance for these expenses from the CON by contacting the office of the Associate Dean for Student Affairs.

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C. Actions by the Program Director:

1. Discuss the matter with the faculty member, providing any needed guidance.
2. Review and complete the Program Director Review section of the Clinical Incident Form, sign and send to the Associate Dean for Student Affairs' Office for placement in student file and for appropriate follow up.
3. **If the incident involves potentially serious consequences for the client or student**, discuss the incident with the Associate Dean for Student Affairs and the Dean in a timely fashion.

D. Actions by the Associate Dean for Student Affairs

FOR INCIDENTS WITH SERIOUS CONSEQUENCES:

1. In consultation with the Dean, immediately take all necessary steps for contact with the clinical agency, contact with University legal counsel, and referral of the student for health care, counseling, etc., as may be warranted.
2. Following resolution of immediate issues, conduct a review of the incident in conjunction with the Program Director, and make written recommendations regarding prevention of such incident in the future.
3. Discuss these recommendations with students, faculty members, and agency staff, as appropriate.
4. Prepare a summary of the review and recommendations to Program Director and Dean.

FOR ALL OTHER INCIDENTS:

5. Review the Clinical Incident Form upon receipt, file in student record, and add to the ADSA file of Clinical Incidents.
6. Conduct an annual review of such forms with the Program Directors and develop recommendations regarding client and student safety, if warranted.
7. Record any such recommendations in the Clinical Incident file and advise the Program Director to discuss recommendations with students or faculty, as appropriate.
8. File of all clinical incidents and related information will be retained in the Office of the Associate Dean Student and Affairs for three (3) years.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Review	Leadership Council	1/01	6/13		
Approval	Administrative Council	2/01	5/13		5/13
Approval	Dean	2/01	6/13		

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Attachment #1

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Clinical Incident Form

**This form should be filed with your Program Director
within 24 hours of any incident**

Course Title: _____

Instructor: _____

Student(s): _____

Instructor/Student Ratio at the Time of Incident: _____

Clinical Area: _____

(Include agency name and specific area)

Date: _____ Time: _____

Incident Involves: actual potential
 harm to: student(s) client(s)

Briefly describe incident (Do **not** include names of clinical staff or clients.)

Clinical Agency Report Filed Yes No

Indicate how incident has been resolved including any future follow-up required:

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Clinical Incident Form

Program Director Review

Indicate all follow-up actions:

Discussed with faculty member: _____

_____ Date: _____

Discussed with student(s): _____

_____ Date: _____

Other: _____

Associate Dean for Student Affairs (ADSA) informed Date: _____

Dean informed Date: _____

Form sent to ADSA Office

Signature of Program Director

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Attachment #2

Plan for Managing UF Students Who Incur a Bloodborne Pathogen Exposure (BBPE)
UF Health Jacksonville Campus

1. Evaluation and treatment post-exposure to human blood or body fluids must be initiated within 1-2 hours for maximum benefit.
2. UF nursing students at UF Health Jacksonville will:
 - a. **Immediately report** the incident to the clinical faculty member.
 - b. **Immediately report** the incident to the area supervisor, who will complete an Accident Report.
 - c. **Immediately call** the Employee Health Department at 904-244-9576. If no answer or if it is after normal hours, leave a message on the Employee Health line. Once notified, Employee Health will rapidly order laboratory studies on the source patient [at no cost to the patient].
 - d. During normal business hours, take the Accident Report and proceed directly to the Employee Health Department on the 5th Floor of Tower I (Monday-Friday, 7am – 4pm); OR,
 - e. After normal business hours take the Accident Report and proceed directly to the UF Health-Jacksonville Emergency Department. If seen in the Emergency Department, the student **must report** to the Employee Health Department on the **next business day** for follow-up planning and evaluation of the source patient's laboratory data.
3. Should the student need medical prophylaxis, a one week prescription will be provided by the Employee Health Department or the Emergency Department physician. This should cover the student until all the confirmatory source testing can be evaluated and then a decision will be made to continue the prophylaxis for the full 30 days or not.
4. Follow-up care options are based on the source patient's lab work and the student's private health care provider. Follow up treatment may include laboratory work, which is routinely recommended after a BBPE (at 3, 6 and 12 months post exposure).
5. The Needle Stick Hotline number 1-866-477-6824 (located at the University of Florida) may also be called on a 24 hours/7 days a week basis for consultation.
6. Since students are not employees of the hospital or UF, they are not eligible for worker's compensation benefits (although they may be required to complete similar paperwork to document the details of the exposure.). The student will be responsible for payment of expenses incurred, including:
 - a. All baseline student laboratory studies;
 - b. Medical prophylaxis (prescription) if indicated.
 - c. Follow up laboratory work.
7. If the student has no health insurance, or the student's deductible has not been reached, the student may seek financial assistance from the College of Nursing by contacting the Associate Dean for Student Affairs.
8. File all paperwork outlined in Attachment A.