

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE  
UNDERGRADUATE AND GRADUATE PROGRAMS**

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**TITLE OF POLICY:** HEALTH INCIDENT

**ORIGINAL DATE:** MAY 1992

**LAST REVIEWED/REVISED:** JANUARY 2019

**POLICY:** Any health incident, defined as any actual or potential injury or health risk, that occurs to a student or a faculty member in any teaching environment within the School of Nursing (SON) or its affiliated clinical agencies must be documented and reported by the faculty member.

**PROCEDURE:**

- a. If the incident occurs in a clinical agency, notify the clinical facility supervisor or administrator on call that the incident has occurred and complete the documentation required by the facility.
- b. Complete the School of Nursing [Health Incident Report Form](#) and submit it to the Office of the Dean by the end of the next business day. The Health Incident report should include a clear statement of the incident that occurred, who was involved, action that was taken, and any plan for follow-up. The description should be factual in nature and free of interpretation and impressions. If a student is unavailable to sign the School of Nursing Health Incident Report Form by the end of the next business day, the Nursing faculty should indicate this on the form and obtain the student's signature as soon as possible.
- c. For incidents involving blood/body fluids, the student and/or faculty member should report immediately to UPMC Employee Health or the Employee Health site at any UPMC affiliated agency. If the incident occurred during hours other than when UPMC Employee Health is open or if the clinical site is not a UPMC affiliated agency, the student or faculty member should report to the Emergency Department of the facility. The student/faculty should follow the agency's policies and procedures, in line with the agency's respective exposure control plan. The affected person is responsible for any outstanding balance for the initial care that is not covered by the individual's insurance.
- d. The faculty member must be aware of the contractual agreement between the School of Nursing and the clinical agency regarding student and faculty access to treatment in an emergency and should facilitate that process in either case (see SON intranet folder on public server for In-state and Out-of-state Affiliation Agreements).
- e. When treatment is not accessible in the clinical agency, the faculty member should refer the student to Student Health Services. If the faculty member is involved in the incident he/she should go to the nearest emergency department following guidelines set forth by the clinical site.
- f. In the event of an incident involving a student, any follow-up care is the responsibility of the student through their primary health care provider, and is at the student's expense.

Schools of Nursing Health Incident Report Forms are available in Student Affairs and Alumni Relations, in each SON Department and on the SON intranet folder on public server. The report should be completed as soon as possible after the incident occurs.

The faculty member should forward the completed report to the Office of the Dean by the end of the next business day. The Office of the dean will send a copy to Student Affairs and Alumni Relations, fax a copy to University Environmental Health and Safety, and place a copy in the Incident Report File.

If the injury occurs to faculty or staff, the individual should call Work Partners Immediately at 1-800-633-1197 (<http://www.cfo.pitt.edu/wc/index.html>) in addition to submitting the completed report to the Office of the Dean.