

POLICY

INCIDENT REPORTS/SENTINEL EVENTS

3012

PURPOSE:

To ensure the accurate and timely reporting of any adverse event occurring at Bullhook Community Health Center which has the potential of risk for the Clinic, Staff, Patients, or Visitors to the Clinic.

POLICY:

Incidents or sentinel events are defined as situations that may or do result in injury, considerable stress, or death to patients, visitors, or employees and provide an opportunity for liability on the part of Bullhook Community Health Center. (Examples: Slips, falls, missteps of any kind, malfunctions of equipment, errors in medication, errors in carrying out physician/provider orders, altercations/violence involving patients and/or staff, any unusual occurrence).

Potential risk management issues will be identified through Bullhook Community Health Center's network wide incident reporting system. An Incident Report will be completed as soon as feasibly possible following the incident or unusual occurrence but no later than 24 hours after the occurrence. The report will be prepared by the employee involved, discovering the occurrence, or witnessing the incident and will include all pertinent data such as date, time, type of occurrence, who was involved, as well as any adverse outcome. It will be considered a report for the protection of the facility and all persons involved with the goals of increasing patient safety, managing risk, and learning from the experience to prevent repeat occurrences and reduce incidents and/or injuries. A copy of all incident reports will be forwarded to the COO, who maintains an incident log for tracking and analyzing trends. The COO will forward the appropriate incident reports to the Department Coordinators who will work with the CMO and the internal CQI Committee to identify trends that require system-wide changes and/or educational in-services. The Quality Improvement Program Managers (Department Coordinators) will give annual reports to the CQI Steering Committee on incident trends and complaint trends.

 DATE 8-17-2017
CHIEF EXECUTIVE OFFICER

 DATE 8-17-17
CHAIR, BOARD OF DIRECTORS

Date first adopted	08/27/2010
Date Revised/QI Board approval	08/27/2010, 04/29/2015, 07/26/2017
New date adopted/Board of Directors approval	05/11/2015, 08/14/2017