

# Protocol for Nursing Student Incident: Actions and Report

## Clinical Instructor Actions

1. Assess student status and take appropriate steps to assure student safety at scene of incident.
2. Obtain critical incident information from student or witnesses regarding the incident.
3. Seek medical attention for student, as appropriate.
4. Contact course coordinator (or other course representative, as directed) by phone to report the incident.
5. Within 24 hours of the incident, submit an official incident report to the course coordinator (or other course representative, as directed). Use the format provided on the Incident Report on Nursing Student form.
6. This form will be available to all clinical instructors in one or more of the following locations and formats:
  - Course Blackboard site for submitting electronically or making a copy to fill out by hand.
  - Course Clinical Instructor Orientation Packet for submitting a hard copy of the report.
  - Other location/format as directed by the course coordinator

## Course Coordinator Actions

1. Discuss situation with clinical instructor to help determine necessary course of action, as appropriate, and notify program associate dean of incident.
2. Assure that the incident form has been received within 24 hours or contact clinical instructor if it has not been submitted.
3. Maintain one copy for course files and send one copy to associate dean for the program in which student is enrolled. This copy is to be placed in the student's file in 315 CON Student Services.