



POLICIES

Effective Date: January 1994

Retired:

Revised: March 2010

Approved by: Wayne J. Riley, M.D., M.P.H., MBA, President and CEO

Subject: General Counsel/Compliance/Risk Management - Adverse Events Reporting System

PURPOSE:

To establish a policy on reporting and documenting incidents occurring on Meharry Medical College's premises or within the scope of Meharry business activities, which could (or do) result in injury to faculty or staff members, visitors, volunteers, students or patients, or results in damage or loss of property.

ACCOUNTABILITY:

Through the Office of Corporate Compliance, Risk Management is responsible for adherence to the policy.

POLICY STATEMENT:

In the event of an accident, discovery of a hazardous condition, or an incident, it becomes the affirmative duty of all health-care providers, agents, and employees of the College to report these adverse events to the Office of Corporate Compliance. Additionally, each adverse event must be investigated and analyzed for cause and frequency. Appropriate measures will be taken by the Director of Corporate Compliance to minimize the risk of injuries to students, faculty and staff members, patients and visitors.

The Meharry Reportable Event Form shall be the standard form used College-wide for incident reporting. Instructions for filling out the report are on the form as well as on-line. Every incident must be thoroughly documented in order to preserve evidence and also to ensure maximum recollection.

All accidents to faculty or staff members, visitors, volunteers and students are reportable events under this policy.

Physical evidence relating to an incident is not to be tampered with,



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destroyed, returned to the manufacturer, or be otherwise removed from the Meharry premises without the expressed authorization of the Office of Corporate Compliance.

DEFINITIONS:

A Reportable Event – is defined as any unusual circumstance that is not consistent with the normal routine operation of the College. It may be an error, a poor outcome, or an accident which could have or has resulted in injury to a patient, student, employee, or visitor.

Adverse events – may be equated with an error or mistake, such as:

- Falls
- Sharp instrument injuries, animal bites or scratches
- Exposure to toxic or other hazardous waste or substances
- Burns from lab equipment or solutions
- Suicide, attempted suicide or unexpected death
- Patient leaves against medical advice/elopement
- Medication errors requiring intervention
- Intraoperative dental injury (removal fracture, aspiration)
- Self-inflicted injuries
- Equipment malfunction, disconnection or failure that results in or has the potential to result in injury

PROCEDURE:

Reporting an Accident/Incident

It shall be the responsibility of each faculty member, staff member, student or visitor (most closely involved in the accident/incident or having additional information) to complete a Reportable Event Form. Employees should notify their supervisors of all adverse events and request assistance, if needed, in completing the Form. Employees sustaining injuries on the job should follow the procedure outlined below:

- If a personal injury (non-life threatening) occurs on campus during working hours, employees should proceed to Employee/Student



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Health Clinic. If a personal injury occurs before or after work hours (8:00 a.m. – 5:00 p.m.) or on Saturday or Sunday, contact the Department of Public Safety and proceed to the Emergency Room at Metropolitan Nashville General Hospital.

- If a patient is involved, please notify the Department of Public Safety and transport the patient to the Emergency Room at Metropolitan Nashville General Hospital. When completing the Reportable Event Form of this incident, please note the patient identification number on the Reportable Event Form. Describe only the facts, in a clear and concise manner, in the space provided for a description of reportable facts. Indicate in “quotation marks” any statements made by the injured person or any other witness or observer of the accident/incident.

Section Seven of the Form should be completed by the treating physician.

Employees should also verbally notify their supervisor of the event and indicate that a Reportable Event Form has been completed and forwarded directly either to the Office of Human Resources or the Office of Corporate Compliance. (Workers Compensation claims are handled by the Office of Human Resources.)

Students are requested to report incidents to the Employee/Student Health Ctr., Attn: Dr. Michelle Bruce, Director, and visitors are to report incidents to the Department of Public Safety.

The Reportable Event Form is a confidential report and should be treated accordingly. All report forms are handled by the Office of Corporate Compliance in a confidential manner and retained in a secured place.

The need for follow-up or corrective action will be determined in a timely manner and monitored by the Office of Corporate Compliance. Follow-up reports will be prepared appropriately.

Departmental heads are encouraged to review and to discuss in departmental meetings all adverse events pertinent to their departments as well as incorporate a systematic process whereby



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adverse events are reviewed to ensure adequacy of documentation and necessary follow-up.

Quarterly reports are prepared to track and trend adverse events by the Office of Corporate Compliance and they are submitted to the Vice President for Administration. This report summarizes the nature and kind of reportable events that have been filed in the past year, including all measures taken to minimize injuries to patients, students, staff, faculty members and visitors.

EXHIBITS: None.