

# **CAROLINAS COLLEGE OF HEALTH SCIENCES**

## **POLICY AND PROCEDURE**

### **ADMINISTRATIVE**

**SUBJECT:** INCIDENT REPORTING

**REVIEWER(S):** Safety Committee Chair  
Dean of Student Affairs and Enrollment Management

### **POLICY**

The College will ensure prompt and accurate reporting for all safety-related events or occurrences not consistent with the routine operation of the college.

### **PROCEDURE**

#### **A. Reports of Occupational Injury or Illness (ROII)**

This section applies to teammate- or student-related injuries or illness. This policy applies to all Carolinas College teammates and students injured on the college campus (College ROII form) and teammate- or student-related injuries or illness during clinical rotations (Atrium Health ROII form). Teammates and students will be provided access to first aid and emergency care for illnesses or injuries occurring while performing clinical duties. The severity of the illness or injury will determine how and where treatment occurs.

- The person who discovers the occurrence on the college campus will notify the Safety Committee Chair, or security officer, as soon as possible and complete a Report of Occupational Injury or Illness .
- The person who discovers the occurrence at a clinical site will notify the appropriate department manager and complete a Report of Occupational Injury or Illness (available electronically on People Connect).
- For blood borne pathogen exposure, contact the Safety Committee Chair on the college campus or Teammate Health (704.355.2106) if at a clinical site to verify follow-up instructions.
- Notice of the incident and a copy of the ROII form will be forwarded to the Dean of Student Affairs and the Safety Committee Chair to be logged into the Safety-Related Incident Log located on the Safety Committee Teams Channel.
- Knowledgeable failure to report an injury may be grounds for dismissal from employment, or other disciplinary or administrative action.

#### **B. Incident Reports**

This section applies to events involving patient or visitor related incidents.

- The person who discovers the incident will notify the person in charge at that location as soon as possible and will complete an incident report (available electronically on People Connect).
- Notice of the incident will be forwarded to the Dean of Student Affairs and Enrollment Management. In an emergency, the person who discovered the incident should call 911, Atrium Health's Security department or other personnel as needed.

#### **C. Risk**

1. A student injured during a clinical portion of their curriculum (as defined in the course syllabus) is covered by Atrium Health's Worker's Compensation. Filing the ROII initiates this process.
2. Invasive procedures should be included in a program curriculum only after didactic instruction has been provided and knowledge of concepts verified. When possible, simulation, virtual reality, or augmented reality should be used prior to practicing an invasive procedure on a person.
3. Students who are injured when performing an invasive procedure or having a procedure performed on them within the context of a didactic or lab class (as opposed to "clinical") are not covered by the college for medical insurance purposes. That is, they are not covered by Atrium Health's Worker's Compensation program for injuries incurred. For this reason, a signed release should be requested before participating in this type of practice to ensure participants understand that the college is not responsible for injuries incurred. The Consent to Participate in Invasive Procedures form is attached. This form should be maintained with course records for one year after the student's last date of attendance. The student's standard medical coverage would apply

in all cases not covered by worker's compensation. That is, if a student or staff member were injured during the practice of an approved invasive procedure, such as a finger stick or drawing blood by a student, any medical bill would be handled by their personal medical coverage, just as any other injury received would be (i.e., falling in one's front lawn). If a student is not insured, or insured only under a catastrophic policy, there would be no benefit related to a claim. Student insurance policies are available for purchase.

D. Liability

1. All students and others volunteering to participate in invasive procedures such as venipuncture, capillary procedures, or intradermal injections will complete the Consent to Participate in Invasive Procedures form.
2. Students are covered by Atrium Health liability insurance for anything related to their program if it is an assigned part of the program and if the standard precautions (i.e., faculty supervision) are followed. This protects them in the event of a lawsuit from a fellow student or anyone else whom they may inadvertently injure.
3. In the unlikely event that a claim was made that the College had not taken reasonable precautions or had continued to do something known to be unsafe, a suit for compensatory damages could be filed.

E. The Incident Reporting policy will be reviewed bi-annually.

## REFERENCES

### Related Policies to Consult

#### Carolinas College of Health Sciences:

ACADEMIC - Records: Privacy, Retention, and Storage

ADMINISTRATIVE - Student Participation in Community Health Screenings

**Related Form:** Consent to Participate in Invasive Procedures (see Appendix A)

**Related 2018 SACSCOC Standard -** 13.8 Institutional environment

## Appendix A

### CAROLINAS COLLEGE OF HEALTH SCIENCES

#### CONSENT TO PARTICIPATE IN INVASIVE PROCEDURES

As a participant in clinical program activities, I understand that invasive procedures are an integral part of programs of study. I also understand that the collection of blood through **venipuncture** and **capillary procedures, the intradermal injection** of serums, and other minimally invasive procedures are necessary skills for students to master.

In order to provide the greatest opportunity for students to obtain mastery of these techniques I **volunteer** to participate in the invasive procedure. In the collection of blood, only small volumes (not to exceed 15 ml), under controlled, and supervised circumstances in the student laboratory will be collected. I understand that this is strictly **voluntary and I will not be coerced or forced to be a donor for these procedures.**

I understand that **some risk is involved** in that the venipuncture, capillary puncture, and intradermal injection procedures are invasive in nature. Potential risks include **infection, soreness, bruising and bleeding.**

I acknowledge that I am **not currently taking any medications or have any known conditions that may leave me immunocompromised or prone to excessive bleeding** causing excessive risks to myself as a result of volunteering to have a venipuncture, capillary puncture, or intradermal injection.

I agree to follow all policies associated with the procedures, including applying pressure and keeping the site bandaged for a minimum of two hours following the puncture.

I release Carolinas College of Health Sciences from any liability that might arise from my choice to allow students to practice performing venipuncture, capillary puncture, or intradermal injection techniques on my arms, hands, and/or fingers respectively.

Student/Carolinas College of Health Sciences Team Member Signature

Date

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