

Policy Number: 248
Policy Name: Incident Reporting
Reviewed by: Nursing Faculty
Last Review Date: 01/19/2024

This policy pertains to incidents that occur in clinical agencies or learning settings. Examples include (but are not limited to) medication errors, client or student injury, bloodborne exposures, or any deviation from established standards of care.

Upon discovery of an incident, the Nursing faculty member will initiate the reporting process using UND policy and procedure.

If the incident occurs in a clinical setting, the incident must be immediately reported to the appropriate clinical agency personnel. Complete the required clinical agency forms as needed.

The incident must be reported to the appropriate Department of Nursing Chair, Department of Nursing Risk Manager, and UND Office of Safety within 24 hours of occurrence.

<https://campus.und.edu/safety/resources/forms.html#d20e84-2>

Approved by Nursing Faculty: R 3/28/14; R 01/18/19; **R 01/19/2024**