

# Employee and Non-Employee Incident Reporting

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## Purpose

To require reporting of incidents, including any leading to employee and non-employee injury, and to document those incidents. To conduct incident reporting to the Edson College of Nursing and Health Innovation administration to learn from those incidents and implement measures to prevent recurrence.

## Source

ASU Policy, Environmental Health and Safety (EHS), EHS 115 Incident Reporting and Investigations:  
<https://policy.asu.edu/#doc1549569>

## Applicability

This policy applies to all Edson College of Nursing and Health Innovation employees and non-employees. Non-employees include students, volunteers, and visitors associated with the college.

An incident is defined as an occurrence or event that interrupts normal procedures, resulting in injury or illness or the potential for injury or illness of any employees or non-employees associated with the college.

An incident involving employees or non-employees may occur at the Arizona State University, Edson College of Nursing and Health Innovation buildings, or at an assigned community clinical site to which a student has been assigned to obtain clinical experience or fulfill a course requirement.

## Policy

An incident involving employees or non-employees associated with the Edson College of Nursing and Health Innovation must be reported immediately to their designated supervisor or faculty member. Each program director or designee will ensure each incident is reported to EHS and the Edson College Standards Committee for further action and response if needed.

## Procedure

The following procedure guides the incident reporting process:

1. Upon notification of an incident that involves potential or actual harm to an Edson College of Nursing and Health Innovation employee or non-employee:
  - a. The designated supervisor or faculty member will meet with the person involved to determine the nature of the occurrence. The supervisor or faculty member arranges for immediate health care of the individual as necessary. If necessary, the person involved in the incident will be referred to ASU Student Health Services, ASU Employee Health, or the individual's healthcare provider of choice. The person is responsible for all healthcare costs incurred in treating said injury. If the incident occurs in a clinical site where the student is placed for clinical experience, the faculty member will notify the facility's staff as soon as possible if there is harm or potential harm to the student, patients, or others. Faculty will also contact the course's clinical coordinator or lead faculty as soon as possible after the incident and complete any facility-required documentation.
2. The designated supervisor or faculty member assisting the involved person will complete the *Edson College Employee and Non-Employee Incident Report* form. A PDF of the completed form will be emailed to the involved person, the course coordinator, and their Program Director.

3. Within 24 hours of the incident and upon receipt of the *Edson College Employee and Non-Employee Incident Report* form, the Program Director or designee will complete and submit the ASU, EHR Employee and Non-employee Incident Report (<https://cfo.asu.edu/webform/employee-and-non-employee-incident-report>).
4. The Program Director will notify the Associate Dean of Academic Affairs of the incident.
5. The Program Director will [log](#) all incidents in a secured drive and report them to the Standards Committee as necessary.
6. The Standards Committee, Program Directors, and Associate Dean of Academic Affairs are responsible for identifying root causes and trends to prevent further incidences.
7. A summary of the number of incidents for each calendar year will be recorded in the minutes of the Standards Committee.

### Forms

- Edson College Employee and Non-Employee Incident Report
- ASU, EHR Employee and Non-Employee Incident Report: <https://cfo.asu.edu/webform/employee-and-non-employee-incident-report>

### Cross-Reference

For more information, see:

1. Incident Reporting: <https://cfo.asu.edu/incident-reporting>
2. ASU Policy EHS 115 Incident Reporting and Investigations: <https://policy.asu.edu/#doc1549569>
3. Needlesticks and Sharps: <https://cfo.asu.edu/needlestick-and-sharps>
4. Edson College of Nursing and Health Innovation Incident/Unusual Occurrences Reporting Log: <https://docs.google.com/forms/d/e/1FAIpQLScGfpeKvb-0cIMjth3xjPAaOm-4sKfU26deirJSx1VqJWVndQ/viewform>