

Unusual Occurrence Reporting

- **Purpose**

- An unusual occurrence is any event that has potential to result in harm to a student, or to others while 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 to fulfill a course requirement. This unusual event may occur while the student is functioning in the capacity of an undergraduate or graduate student or when a visitor or volunteer is on the Arizona State University (ASU) campus and surrounding classroom buildings.

- **Policy**

1. Upon notification of an unusual occurrence that involves potential or actual harm to the student, faculty, employee, visitor, another person, or to agency product/property, a faculty member or employee will meet with the person involved to determine the nature of the occurrence. The faculty or employee arranges for immediate health care of the individual as necessary. If necessary, the person involved in the unusual occurrence will be referred to ASU Student Health Services or the individual's healthcare provider of choice. The person is responsible for all healthcare costs for themselves incurred in treatment of said injury. The person's healthcare costs cover both immediate care and any necessary follow-up care. Arizona State University and the Edson College of Nursing and Health Innovation are not financially responsible for any costs incurred by the person involved in the occurrence. If the unusual occurrence takes place in a clinical site where the student is placed for clinical experience, the faculty member will notify the staff of the facility as soon as possible in the event that there is harm or potential harm to the student, patient or others.
 - To report incidents and accidents leading to employee injury or ASU property damage (greater than \$500) and to document incidents affecting the ASU community and guests/visitors/volunteers to ASU see **Environmental Health and Safety EHS 115: Incident Reporting and Investigation** <https://www.asu.edu/aad/manuals/ehs/ehs115.html>
 - To report an illness, accident or death of a faculty member or academic professional see **Academic Affairs Manual ACD 703: Report of Illness, Accident, or Death** <https://www.asu.edu/aad/manuals/acd/acd703.html>
2. If the incident involves a student, faculty will contact the appropriate clinical coordinator or lead faculty of the course as soon as possible after an incident. Clinical faculty will have the Report of Unusual Occurrence form in hard copy with them for each clinical day. Faculty will immediately complete the form. This form can also be found in the applicable student and faculty handbooks:
 - [Nursing, BSN](#)



- [Nursing, MS](#)
- [Nursing, DNP](#)

The appropriate Program Director will be notified immediately of the incident. The original copy of the completed Unusual Occurrence form is given to the student, one electronic copy of the completed form is placed in the student file in Student Services, and one electronic copy is emailed to the appropriate Program Director's office.

3. The Program Director will notify the Associate Director of Academic Affairs of the unusual occurrence.
4. If the student declines immediate care or referral for follow-up care, this [declination] is to be noted on the Report of Unusual Occurrence form under 'Other', with an explanation written by the faculty.
5. If the student refuses to sign the Report of Unusual Occurrence form, the faculty member should complete the form, note that the student has refused to sign, and provide the student with a completed copy.
6. The faculty member will obtain a copy of agency incident report, when applicable, and submit that completed report with the Edson College of Nursing and Health Innovation Report of Unusual Occurrence form to the appropriate Program Director's Office.
7. The Program Director will review the Report of Unusual Occurrence form for completeness and determine if additional action should be taken.
8. The Program Director will present any unusual occurrence reports at the monthly meeting of the Standards Committee.
9. With input from the Standards Committee, the Program Director will identify contributors to the occurrence and lessons learned/corrective action. The Program Director is responsible for documenting any action plan and assuring the implementation of the plan. The action plan discussion will be noted in the Standard Committee meeting minutes. A summary of the Unusual Occurrences for each calendar year will be recorded by the administrative support to the Committee.
10. The Standards Committee, Program Director and Associate Dean of Academic Affairs are responsible for identifying any root causes and trends in order to prevent further incidences. The faculty may be invited to the Standards Committee meeting as needed.
11. The Program Director's Office will notify ASU Environmental Health & Safety regarding any unusual occurrence or event concerning ASU employees, students and visitors. See ASU Policy EHS 115 Incident Reporting and Investigations <https://cfo.asu.edu/incident-reporting>
 - The Incident Report electronic form can be found at <https://cfo.asu.edu/webform/employee-and-non-employee-incident-report>



See Hard Copy Unusual Occurrence Report Form on pages 3 - 4.

- **Form/Process Example**

ARIZONA STATE UNIVERSITY
Edson College of Nursing and Health Innovation
Report of Unusual Occurrence Form
(To be completed by Faculty Member and student)

Date and time of incident: _____

Student's Name: _____ ID Number _____

Student's Address _____
Street, City, Zip

Student's Phone: _____ Email _____

Faculty Member's Name: _____ Email _____

Location of Event (i.e., Agency, Unit, Room, Community location)

Full Description of Unusual Occurrence and Faculty Assessment of status of student or visitor (i.e., vital signs, mentation):

Was there injury or harm as a result of the occurrence? ___Yes ___No
If yes, what was the nature of Injury:



Disposition of Student:

- Emergency Room/Urgent Care
- Student Health at ASU
- Private Primary Care Provider
- Other: (explain) _____
- No care required
- Follow-up required (explain) _____

If applicable, Disposition of Patient/other:

Student Signature _____ Date _____ Time _____

Faculty Signature _____ Date _____ Time _____