

**MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING**

**POLICY # A-11**

**TITLE:** FACULTY/STUDENT REPORTING OF UNUSUAL INCIDENTS

**POLICY:** Faculty and/or students must report significant unusual incidents in a timely manner.

**RATIONALE:** Records of \*significant unusual incidents need to be established and kept on file for reference as needed. In addition, the reporting process provides an opportunity for reflection and for planning strategies which may assist in managing similar incidents in the future.

\*Examples of significant incidents are: actual or potential harm to patients, students, faculty, or others such as needle sticks, medication error, patient falls, or occurrences that may impact public relations or relationships with clinical agencies.

**PROCEDURE:**

1. Unusual incidents involving students and/or faculty in College or University activities must be reported to the Course Coordinator and the Campus Director no later than the end of the next work day.
2. Reports of exposure to or diagnosis of communicable disease see [Policy A-33](#).
3. Reporting includes verbal communication and the completion of the reporting form (see Attachment #1) and/or other appropriate documentation such as advising notes.
4. The original written report form is submitted to the Campus Director. As appropriate, the Campus Director will distribute copies to the Course Coordinator and student file. The original will be kept in a master "incident file" in the Campus Director's office and a copy sent to the Associate Dean for Undergraduate Programs.
5. In addition to the College of Nursing report form, the filing of appropriate clinical agency reports will be completed.

ATTACHMENT #1: Unusual Incident Report Form

**Reviewed/Approved by:**

**Level I: Executive Council (May, 2014)**

**Level II: Dean (May, 2014)**

**ATTACHMENT I  
MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING**

**POLICY # A-11  
ATTACHMENT #1**

**Unusual Incident Report Form**

Date/Time of Incident:                      Report/Form completed by:                      Date:

Location of Incident:                      Incident:                      Date/Time:

Who Involved:

Witnesses:

Description of incident (what occurred and outcome):

Action taken (attach follow-up reports as appropriate):

\_\_\_\_\_  
Signature of Student                      Date                      Course Coordinator                      Date

\_\_\_\_\_  
Faculty Supervisor                      Date                      Campus Director                      Date