

Practice Education Guidelines for BC Adverse Event / Safety Hazard Reporting

GL#3-3

March 2013

Introduction and Purpose:

Reporting of incidents is essential from the perspective of accountability of the student, the Post Secondary Institution (PSI) and the Health Care Organization (HCO). Careful documentation of incidents is important for patient safety, overall systems improvement (continuous quality improvement, and managing risk, etc.), and in case of a complaint or legal action.

The Patient Safety & Learning System (PSLS) is a web-based tool used to report incidents / adverse events and hazards in all Health Care Organizations (HCO) in BC. The overarching goal of the PSLS is to: “make healthcare safer for all British Columbians through shared learning and continuous improvement¹”.

The purpose of this guideline is to outline the types of adverse events and requirements for reporting by students. Additionally, the process for follow-up is identified. Roles and responsibilities for meeting the guideline standards are outlined for all partners to ensure complete, timely, accurate documentation of incidents / adverse events that may occur during the practice education experience.

Definitions:

Also refer to: Standardized Guideline definitions in Practice Education Guideline (PEG) Introductory Module.

Adverse Event: an unexpected and undesired incident directly associated with the care or services provided to the patient. Adverse events are also called incidents, errors, harm, injuries and complications. Outcomes of care can include disability, prolonged hospital stays and death².

Safety Hazard: a set of circumstances or a situation that could harm a person’s interests such as their health or welfare;³ refers to staff/student/contractor hazard.

Good Catch/Near Miss: an event that could have caused harm but is caught before it reaches the public⁴

Practice Guideline Standards:

Adverse event /safety hazard reports are used for quality improvement and not punitive purposes.

Every member of the health care team (HCT), including students and PSI educators, has a role in identifying and reducing the risk for adverse event / safety hazards.

Students and PSI Educators must promptly report any potential or actual adverse events, near misses and

¹ British Columbia Patient Safety & Learning System. *Fostering safety culture across BC*. Retrieved February 11, 2013 from: www.bcpsls.ca/default.htm

² Ibid.

³ Ibid.

⁴ Ibid.

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safety hazards that they witness, discover or are involved in, using the Patient Safety Learning System:

- All patient safety events whether there is no harm, harm or potential for harm go are reported on the Patient Safety form.
- Any staff, student, contractor type hazard are reported on the Hazard form.

Students and PSI Educators who are directly involved in an adverse event, must also report the event to their Post Secondary Institution.

Students and/or PSI Educators may be required to provide further information upon request of an HCO Director, in the follow-up investigation of the PSLS report by the HCO.

Roles, Responsibilities and Expectations:

Post Secondary Institution:

Establish and communicate a policy/process for adverse event reporting for students and PSI Educators to the PSI;

Maintain database of reported adverse events. Monitor the type and frequency of adverse events that occur during practice education experiences in order to identify, analyze, and take action for quality improvement purposes. Communicate identified trends to the HCO for quality improvement purposes.

Health Care Organization:

Provide access to any PSLS educational tools and resources for students and PSI Educators.

Ensure student documentation of adverse event (Patient Safety Form) or safety hazard (Hazard form) in PSLS report is complete, including name of supervising HCO Educator (term includes all practice education supervisory roles), PSI Educator or staff member as required.

Involve the student and PSI Educator in the follow-up investigation as appropriate. Provide support to the student within a context of learning and quality improvement.

Include student and/or PSI Educator adverse event reports in HCO database for tracking and analysis of contributing factors including organizational systems, equipment or processes.

Work collaboratively with the PSI on need for changes to teaching based on analysis of student incidents.

Inform the PSI of changes to system, process, equipment or practice arising from adverse event/ safety hazard reporting.

Student:

Promptly report any potential / actual adverse event, safety hazard or near miss to the HCO educator and/or PSI Educator:

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Seek assistance and direction to report the event in accordance with the guideline standards, using the Patient Safety Learning System:

- complete Patient Safety Form in PSLS for all patient safety events whether there is no harm, harm or potential for harm;
- complete Hazard form in PSLS for any student type hazard.

Complete required reporting to the PSI in accordance with the institution specific reporting mechanisms and protocols.

Participate in the follow-up investigation as required by the HCO and/or the PSI.

PSI Educator / HCO Educator (term includes all practice education supervisory roles):

Promptly report any adverse event / safety hazard and/or near miss observed or experienced by a student, to the HCO Unit/Department Manager or designate.

Assist the student to complete the PSLS report and co-sign the form:

- complete Patient Safety Form in PSLS for all patient safety events whether there is no harm, harm or potential for harm.
- complete Hazard form in PSLS for any student type hazard.

Participate in the follow-up investigation as required by the HCO and/or the PSI.

Provide support and teaching for the student within a context of learning and quality improvement.

Resources and References:

British Columbia Patient Safety & Learning System. *Fostering safety culture across BC*. Available at: www.bcpsls.ca/default.htm

Guideline Review History:

Revision #	Date	Author(s)	Brief Description of Change (reason for change)
Original	March 2007		
1	March 2013		Removed reference to student/PSI educator injury (created separate guideline) Refined content to align with title of reporting Adverse Events and Hazards Updated content/process to include PSLS Outdated References removed; PSLS reference added.

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