Intent / Purpose

- Ensure Post-Secondary Institution (PSI) Students and Educators are included in creating a culture of safety within Health Care Organization (HCO) practice education settings.
- Outline the roles and responsibilities for reporting and investigating safety events (safety hazard or patient safety incident) witnessed by, discovered by, or involving Students and Educators that occur within a HCO practice education setting.

Definitions

Refer to: Standard Terms and Abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Culture of Safety</td>
<td>“…refers to people's shared values (what is important) and beliefs (what is held to be true), which interact with an organization's structure or system to produce behavioural norms (what people do).”&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Disclosure</td>
<td>“The process by which a patient safety incident is communicated to the patient by health care providers.”&lt;sup&gt;2&lt;/sup&gt;</td>
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<tr>
<td>Hazard</td>
<td>“Situations with the potential to cause harm”&lt;sup&gt;3&lt;/sup&gt;</td>
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<tr>
<td></td>
<td>“…any source of potential damage, harm or adverse health effects on something or someone.”&lt;sup&gt;4&lt;/sup&gt;</td>
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<tr>
<td></td>
<td>“A set of circumstances or a situation that cause risk of harm or injury to patients, staff, or others, but where no specific patient, client, or resident was involved.”&lt;sup&gt;5&lt;/sup&gt;</td>
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<tr>
<td></td>
<td>Types of hazards: chemical, ergonomic, health, physical, psychological, safety, workplace&lt;sup&gt;6&lt;/sup&gt;</td>
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<tr>
<td>Health and Safety</td>
<td>All Applicable Laws, standards of practice and codes of ethics issued by any professional regulatory body, and all rules, policies and regulations in place at the HCO or its Facilities that apply to the Students or Educators at the Facilities, any of which relate to workplace safety, the delivery of Health Care Services or the health and safety of HCO Clients or Workers.&lt;sup&gt;7&lt;/sup&gt;</td>
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<tr>
<td>Standards</td>
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<tr>
<td>Incident Analysis</td>
<td>“A structured process that aims to identify what happened, how and why it happened, what can be done to reduce the risk of recurrence and make care safer, and what was learned.”&lt;sup&gt;8&lt;/sup&gt;</td>
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<tr>
<td>Incident Reporting</td>
<td>“The communication of information about a patient safety incident through appropriate channels inside or outside of healthcare organizations, for the purpose of reducing the risk of occurrence of patient safety incidents in the future.”&lt;sup&gt;9&lt;/sup&gt;</td>
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<tr>
<td>Patient Safety</td>
<td>“The pursuit of the reduction and mitigation of unsafe acts within the health care system, as well as the use of best practices shown to lead to optimal patient outcomes.”&lt;sup&gt;10&lt;/sup&gt;</td>
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</tbody>
</table>
Practice Education Guidelines

PSIs maintain third party liability insurance coverage including malpractice and/or professional liability insurance for both Students and Educators as required by the HCO (see Educational Institution Affiliation Agreement Template).¹²

Contractors/Vendors who supervise Students within or on behalf of the HCO for any portion of the practice education experience maintains third party liability coverage that include Students as agents of the Contractor/Vendor (such as Commercial General Liability, Automobile Liability, and Professional Liability or Errors and Omissions insurance)¹³, ¹⁴ (see PEG Contractor/Vendor Practice Education Experiences).

All parties involved in practice education (Students, PSI Educators, HCO Workers, and Contractors/Vendors) have a role in promoting an overall culture of safety and Client safety within the practice education setting by:

- following safe work practices
- identifying any risks for patient safety incidents and safety hazards
- taking action to prevent harm

HCOs welcome the reporting of safety events by PSI Students or Educators and use the information for quality improvement, incident analysis, and learning; not for punitive purposes.

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Students who witness, discover, are involved in or responsible for any safety event that could have resulted, or did result, in unnecessary harm while in a HCO practice education setting:

- Take action to intervene, if necessary.
- Promptly report the event to their on-site PSI Educator, their HCO Supervisor, or the HCO Worker responsible for the area.

HCO Supervisors/Workers who receive reports of safety events from Students use the HCO process (such as BC Patient Safety Learning System [BCPSLS][15] or HAÍL.CÍSTA incident reporting and management system[16]) for reporting patient safety incidents[17] and/or safety hazards (such as a Workplace Hazard Report Form).[18,19,20]

PSI Educators who witness, discover, are involved in, responsible for, or receive reports of from Students about, any safety event that could have resulted, or did result, in unnecessary harm while in a HCO practice education setting:

- Take action to intervene, if necessary.
- Promptly report the event using the HCO process for reporting patient safety incidents and/or safety hazards.

Any PSI Student or Educator responsible for any safety event that could have resulted, or did result, in unnecessary harm while in a HCO practice education setting, also reports the event as soon as possible using the PSI process.

The PSI immediately reports to the HCO Practice Education Coordinator any incident taking place within the HCO involving its Students or Educators that causes or compromises the mental or physical health and safety of HCO Clients or Workers, or members of the public, including breaches of the Health and Safety Standards (see Education Affiliation Agreement Template).21

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18 Ibid.
If the PSI identifies a Student or Educator who poses or could pose a health and safety risk to HCO Clients or Workers, or members of the public, the PSI immediately advises the HCO Practice Education Coordinator and, if necessary to protect others, has the authority to suspend the Student’s or Educator’s participation in the education program (see *Educational Institution Affiliation Agreement Template; PEG Student Practice Issues*).\(^{22}\)

HCOs has the authority to suspend or exclude a PSI Student or Educator from the practice education setting either temporarily (pending investigation) or permanently where the HCO or PSI has identified that the Student or Educator failed to comply with the Health and Safety Standards (see *Educational Institution Affiliation Agreement Template*).\(^ {23}\)

PSI Students and/or Educators take part in the follow-up debriefing, and incident analysis by the HCO when appropriate and invited to do so.

PSIs, Students, and Educators protect the privacy and confidentiality of information related to safety events (see *PEG Privacy and Confidentiality*).

### Roles, Responsibilities and Expectations

**Post-Secondary Institutions**

- Establish and communicate policies, standards, guidelines, and protocols for safe work practices and reporting safety events during practice education experiences.
- Monitor reported safety events involving Students or Educators during practice education experiences in order to identify opportunities to improve the education program and prevent similar events in the future.
- Inform the HCO Practice Education Coordinator and/or practice education setting manager of Students’ or Educators’ expressed concerns regarding any work practices or activities taking place within the HCO causing or could potentially cause harm, including, but not limited to, breaches of Health and Safety Standards.

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\(^{23}\) Ibid.
Students

- Use safe work practices.
- Take action to prevent safety events (patient safety incidents or safety hazards), and intervene as necessary if it can be done safely.
- Promptly report any witnessed, discovered, or involvement in a safety event to the PSI Educator or HCO Supervisor/Worker.
- Follow the policies, guidelines, and processes for recording and reporting patient safety incidents or safety hazards for the:
  - HCO (such as the BC PSLS or HAÍtCÍSTA, and Workplace Hazard Report Forms)
  - PSI (when appropriate)
- Take part in the HCO safety event reporting process with or under the direction of the PSI Educator or HCO Supervisor as needed.
- Take part in follow-up debriefing and incident analysis by the HCO and/or PSI as needed.
- In the event of an injury or exposure as a result of a patient safety incident or safety hazard, follow the process outlined in the Practice Education Guideline Injury and Exposure During Practice Education Experiences.

Health Care Organizations

- Identify and eliminate or control safety and health hazards in the workplace.
- Establish and communicate policies, standards, guidelines, and protocols for reporting patient safety incidents and safety hazards within the HCO.
- Provide Students and Educators with information on the processes for patient safety incident and safety hazard reporting as part of orientation to the practice education setting (see PEG Orientation – Students; PEG Orientation On-Site Post-Secondary Institution Educators).
- Provide on-site PSI Educators with access to the HCO incident reporting system, as appropriate.
- Involve the PSI, Student, and/or Educator in the incident analysis as appropriate.
- Take corrective actions to prevent further occurrences where appropriate.
- Include Student- and/or Educator-involved safety events in overall data analysis and reporting of safety events.
Practice Education Guidelines for BC
Safety Event/Incident Reporting

- Alert PSIs to any:
  - practices or activities by Students and/or Educators within the practice
    education setting that could potentially cause harm
  - trends related to Student- and/or Educator-involved safety events

**PSI Educators / HCO Supervisors**

- Create and sustain a supportive learning environment where PSI Students feel safe to
  express their learning needs and limitations.
- Create a culture of safety where the Student feels welcome to examine systems and
  factors affecting safety, identify potential risks, and take action as needed.
- Promptly report safety events according to the HCO policies, guidelines, and processes.
- Involve the Student in the HCO safety event reporting processes.
- Disclose the event to the Client as appropriate and according to HCO policy.
- Review relevant Student documentation, including in the HCO Client’s health
  record, to ensure it is accurate and complete (see **PEG Documentation by Students**).
- Report to the PSI as soon as possible when a Student is directly involved in a safety
  event according to the PSI policies, guidelines, and processes.
- Debrief the event with the Student as appropriate.
- Take part in any follow-up and incident analysis by the HCO and/or PSI as needed.

**References and Resources**

BCPSLS Central (Producer). (2017). Reporting Patient Safety Events in BCPSLS [PSLS


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Guide/Pages/Glossary-of-Terms.aspx

from https://www.patientsafetyinstitute.ca/en/toolsResources/PatientSafetyIncident
ManagementToolkit/Pages/Glossary.aspx
Guideline Review History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>People Responsible</th>
<th>Brief Description (reason for change)</th>
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<tbody>
<tr>
<td>1</td>
<td>March 2007</td>
<td>Authors/Editors: Carol A. Wilson (BCAHC), Barb Collingwood (BCAHC) Reviewers: Practice Education Committee of the BC Academic Health Council (Grace Mickelson, Chair)</td>
<td>Removed reference to student/PSI educator injury (created separate guideline – Injury and Exposure to Blood &amp; Body Fluids) Refined content to align with title of reporting Adverse Events and Hazards Updated content/process to include PSLS Outdated References removed; PSLS reference added.</td>
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<td>2</td>
<td>March 2013</td>
<td>Editors: Diana Campbell (VIHA) Heather Straight (VCH), Andrea Starck (NHA) Deb McDougall (BCAHA), Carmen Kimoto (VCC)</td>
<td>Update references Updated guidelines to be broader than just applying to Health Authority, knowing that practice education experiences take place in a variety of settings, some of which do not use the BC PSLS (including removing reference to specific forms) Expanded to better reflect process for workplace safety hazards.</td>
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<td>3</td>
<td>March 2021</td>
<td>Editor: Carol A. Wilson (PHSA) Reviewers: Judy Lee (KPU) BJ Gdanski (PHSA) Ministry of Health (Allied Health Policy Secretariat and Nursing Policy Secretariat) Ministry of Advanced Education, Skills and Training (Health Education Reference Committee) Health Authority Practice Education Committee</td>
<td>Updated title and terms to be consistent with the Canadian Patient Safety Institute Updated references Updated guidelines to be broader than just applying to Health Authority, knowing that practice education experiences take place in a variety of settings, some of which do not use the BC PSLS (including removing reference to specific forms) Expanded to better reflect process for workplace safety hazards.</td>
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