

N.C. Nurse Aide I Curriculum

MODULE N Incident Reports

Objectives

- Describe events occurring in a health care facility that would require an incident report.
- List information that must be included when writing an incident report.

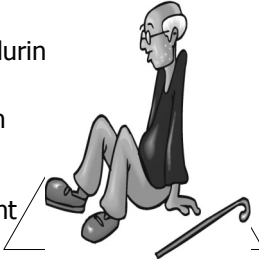
Incident Reports

- Method of documenting facts surrounding any unexpected event in healthcare setting
- A document between facility and legal team and is not a public record



Incident Reports – When Needed

- A resident falls
- A mistake is made durin resident care
- Something is broken or damaged by member of health care team or resident



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Incident Reports – When Needed

- Someone makes sexual advances or remarks
- Member of health care team injured on job
- Exposure to blood and possible bloodborne pathogen



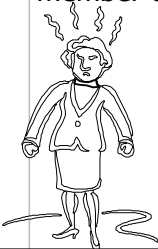
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Incident Reports – When Needed

There is an angry outburst by family member or staff

- Resident states that some item of value is missing
- Uncomfortable situation arises



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Incident Reports – Importance

- Required by facility
- Completed by those either involved, those on duty, or time, or those who observed incident
- Designed to get accurate description



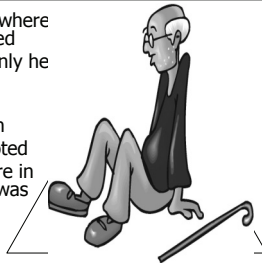
Incident Reports – Importance

- Documents who, what, when, where
- Describes what happened, to whom, who else was present
- Documents any actions taken and by whom
- Describes any outcomes of incident or care given



Incident Reports – Nurse Aide’s Role

- Document time occurred, where present and what happened
- If incident not seen, but only he it, state that
- State facts, not opinions
- Describe any actions taken
- Describe any outcomes noted
- Do not document anywhere in chart that incident report was written



Incident Reports – Points to Remember



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Incident Reports Activity – Resource Slide

Document

- Time of incident
- Where in facility incident took place
- Who was present, and
- Exactly what happened

**If nurse aide does not see it, but only heard about it, state that

**State facts, not opinions

**Do not document anywhere that incident report completed

Describe

- Any actions taken to help with incident
- Any outcomes noted from actions taken

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The End

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