

UTMB RESPIRATORY CARE SERVICES <b>PROCEDURE - Unusual Reporting</b>	Policy 7.1.18 Page 1 of 2
Unusual Event Reporting  Formulated: 11/07/94	<b>Effective:</b> 11/07/94 <b>Revised:</b> 10/28/14

## Unusual Event Reporting

**Purpose and Scope** To outline a process for reporting unusual events by Licensed Respiratory Care Practitioners.

**Account-ability** Licensed Respiratory Care Practitioners, Licensed nurses, including Utilization Review Nurses, Case Managers, Clinic Nurses, Emergency Room Nurses, Physicians, Pharmacists, Quality Management personnel, Admissions personnel, Laboratory Personnel and Drug Information Center Personnel.

**Definition** Hospital Policy states that “an unusual event is an occurrence involving a patient, employee, or visitor which is not consistent with accepted hospital/clinic operation or routine care of a particular patient or whenever there is an unusual or unexpected response by the patient to standard treatment or medical intervention”.

Examples of unusual events include:

- Medication errors
- Adverse Drug Events
- Patient/ visitor falls
- Procedures/ treatment/ testing errors
- Equipment/ supplies/ device failure
- Unusual events that occur to employees resulting in injury
- Near misses

**Procedure** All UTMB employees and contract workers will report all unusual events by using the University Healthcare Consortium’s Patient Safety Net (PSN).

Step	Action
1	Go to UTMB homepage.
2	Click on Link “Resource” Tab
3	Go to “Clinical” heading and look for “Patient Safety Net”
4	Click to start report.
5	Complete the required information as indicated and submit PSN form when finished.
6	Contact the Respiratory Care Services Supervisor or Director and report the above information.

<b>UTMB RESPIRATORY CARE SERVICES</b> <b>PROCEDURE - Unusual Reporting</b>	Policy 7.1.18 Page 2 of 2
<b>Unusual Event Reporting</b>  Formulated: 11/07/94	<b>Effective:</b> 11/07/94 <b>Revised:</b> 10/28/14

**Procedure  
Continued**

Reporting tips:

- Use only the form in the PSN
- Indicate exactly what you saw and heard
- Don't speculate about what caused or might have prevented the incident
- If immediate follow-up care is needed, document the time the health care provider was notified, what he/she was told, any orders, and the patient's follow-up care based on the orders
- Document the patient's response to care and your assessment of the patient's condition.
- In the medical record, document the facts of the occurrence without expressing your opinion or making a judgment.
- Document any follow-up care the patient receives, but never indicate that an event report has been filed.

**References**

---

IHOP Policy 9.13.13 – Unusual Event Reporting

---