

UTMB RESPIRATORY CARE SERVICES PROCEDURE - Unusual Reporting	Policy 7.1.18 Page 1 of 2
Unusual Event Reporting Formulated: 11/07/94	Effective: 11/07/94 Revised: 08/14/23 Reviewed: 08/14/23

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 “Search All Links”
3	Locate RLDatix
4	Log in using your UTMB username and password to start report.
5	Select the proper icon.
6	Contact the Respiratory Care Services Supervisor or Director and report the above information.

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**Procedure
Continued**

Reporting tips:

- Use only the form in the RLDaxtic
- 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
