

University of Texas Medical Branch Sleep Disorder Center Policy: 08.02.05 Occurrence Reporting	Effective Date: January 2013 Revised Date: January 2013 Review Date:
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Occurrence Reporting

Audience: All personnel in the Sleep Disorder Center.

Purpose: To provide guidelines to ensure compliance by all Sleep Disorder Center personnel with university policies for occurrence reporting.

Policy:

Definition

Unusual Event - an occurrence involving a patient, staff, or visitor which is not consistent with accepted Hospital/Clinic operations or the routine care of a particular patient, or an unusual or unexpected response by the patient to standard treatment or medical intervention. Examples include:

- Unusual events that occur to employees (note: if the event involves an employee injury, the WCI process must also be followed)
- Patient/visitor falls
- Errors related to procedures, treatment, or testing
- Equipment, supplies, or device failure

As part of UTMB's continuing efforts to improve quality of care and promote patient safety, all UTMB employees and contract workers are encouraged to report unusual events by using the University Healthcare Consortium's Patient Safety Net® (PSN). PSN is a real-time, web-based reporting tool used to increase awareness of patient, visitor, or employee safety concerns throughout the organization. Information collected through the PSN is confidential, non-discoverable, and blame-free.

Note: If the event involves death or serious injury, or risk thereof, call Risk Management immediately and refer to policy IHOP 9.13.16, Sentinel Events.

Pursuant to Texas Health and Safety Code Chapter 161, and Texas Occupations Code Chapter 160, all PSN Event Report Data is confidential and privileged and shall be maintained by the Department of Risk Management for the use of the Performance Improvement, Risk Management and Safety (PIRMS) Committee. In order to protect patient confidentiality and the privileged nature of this data, the following procedures must be followed:

- PSN Event Reports should not be printed or copied;
- No reference should be made to the filing of a PSN Event Report in a patient's chart; and
- Necessary information should be extracted and shared with other departments only as warranted.

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Failure to follow these procedures may result in disciplinary action, up to and including termination.

Reporting of an Unusual Event

- Shazad Jokhio, Medical Director of the Sleep Disorder Center, or his designee, will be contacted anytime an unusual event is reported
 - Shahzad Jokhio, M.D Cell: (832) 701-5378
 - Thomas Speer, PhD Cell: (832) 528-2824
- Denise McElyea, Program Manager, will be contacted anytime an unusual event is reported
 - Office: 409-772-5120
 - Cell: 409-392-4645
- The PSN web-based reporting tool is accessed by using the UTMB intranet home page. To report an event, go to the clinical section of the resources tab and click on "[Patient Safety Net](#)". This will take you directly to a blank event report form.
- Event reports should be completed in a timely manner by the person who is involved in, observed, or discovered the unusual event. Any documentation of the event separate from the PSN event report must be requested from Risk Management with authorization from the Safety Event Action Team (SEAT).
- Managers assigned at the departmental level are responsible for reviewing events involving their areas as soon as possible.
- Aggregate data from the PSN is reported to the PIRMS Committee on a quarterly basis.

References: Texas Health and Safety Code §§ 161.031 - 161.033

Texas Occupations Code Chapter 151

IHOP Policy 8.1.4 Workplace Violence

IHOP Policy 9.13.16 Sentinel Events

Shahzad Jokhio, M.D.
Medical Director