

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

EXECUTIVE SUMMARY

POINT PERSON: DUSTY CHARTERS

DATE: February 2013

OSH POLICY NUMBER & TITLE: 1.003 INCIDENT REPORTING

PURPOSE OF THIS POLICY:

Describes incident reporting system and procedures, defines reportable and non-reportable incident types and injury codes, refers to follow-up actions with critical incidents.

SUBSTANTIAL CONTENT CHANGES (EXCLUDING "HOUSEKEEPING" CHANGES):

Major revisions have been made.

- Eliminates lengthy preamble.
- Expands definition and clarifies reportable events:
 - "Staff assaults", to involve actual bodily injury, reinforces staff responsibility to report;
 - "Falls" to not include those as a result of acute medical events;
- Eliminates reporting minor injury incidents of physical aggression between patients and self-harm;
- Clarifies that "choking" means when attempting to swallow;
- "Security problems" re-worded, replaced with specific criminal activities, contraband, substance abuse, property loss or damage;
- "Environment of Care issues", to include systems failures and safety issues;
- "Episodes of seclusion or restraint" are not reportable unless other reportable criteria are met;
- "Staff injuries" not reportable unless other reportable criteria are met.

- "Injury codes" are updated to be more consistent with HB 2022 reporting codes, thereby better combining the different definitions.

- Eliminates paper reporting form use and prescribed follow-up actions.

- Directs requests for incident reports to OSH Risk Management Department, establishes appeals process if requests are denied.

- Eliminates approval of Superintendent as part of approval process.

- Eliminates reference to Security Department follow-up and form.

- Removes specific detailed actions of the CIRP, which are located in the OSH Committee manual.

- Definitions will be revised and are available, with to policy approval. All other attachments and forms are eliminated because they are subject to updates more frequently than routine policy review.

REFERENCE CHANGES (ORS, OAR, TJC, CMS, OTHER):

- Removes two references that are not applicable:

ORS 41.675 and Senate Bill 2800;

- Inserts: HB 2022 due to applicability;

- Provides link to Committee Manual on I drive for CIRP matters and other policies referenced in language of policy.

LOCATION OF POLICY:

I:\PUBLICATIONS\OSH POLICY AND PROCEDURE MANUAL