



Reporting Injuries, Incidents and Adverse Outcomes

All injuries to students, faculty, clinical faculty, preceptors, clients or visitors occurring on the UBC Campus or any location where a student is studying or involved in the provision of care must be reported within 24 hours.

Which incidents need reporting?

These are examples only. Other incidents may occur. If in doubt, make a report.

- Any event involving injury to a person or damage to property
- Fetal, maternal or newborn deaths that occur while a student is involved in care
- Fetal, maternal or newborn injuries that occur while a student is involved in care
- Significant adverse or unanticipated clinical outcomes: for example, a women having a cesarean section that results in a hysterectomy, stillbirth or maternal ICU admission
- Medication errors
- An allergic reaction that results in hospitalization
- Needle stick injuries or lacerations during surgery
- Falls-student, patient, faculty or visitor

Injuries that need attention are managed according to the procedures and policies of the clinical site at the time needed. Reporting can commence once the incident is managed.

If you are injured while in placement:

- Notify your supervising clinical preceptor,
- Notify your tutor as soon as possible,
- File a report directly with [Health and Safety](#). For any assistance, contact fom.safety@ubc.ca.

If there was an adverse outcome in the provision clinical care provided when you were present:

- Notify your supervising clinical preceptor,
- Notify your tutor as soon as possible,
- Communicate with Tutor about filing a report as soon as possible. The report should include the names of the persons involved, and should be sent to:

John Mendes
Manager, Insurance & Loss Prevention
John.Mendes@ubc.ca

cc: Blossom Sobrinho
Analyst, Insurance & Loss Prevention
Blossom.sobrinho@ubc.ca

The Course Tutor or Course Lead should notify:

- Course Lead and/or Undergraduate Program Lead as needed
- Midwifery Program Director as needed
- Communicate with Insurance and Loss Prevention to determine if a report is required

The Program Director may need to notify:

- Director, Department of Family Practice
- Associate Dean for Health Professions
- Faculty of Medicine Dean's Office Communications, Media Relations, Issues Management