

**Departmental Policy**

**STUDENT – INJURY, INCIDENT, AND EXPOSURE REPORTING**

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**Purpose**

- 1 Create a policy outlining the steps required for handling Student Injury, Incident and Exposure Reporting in UME.

The purpose of this policy is to identify (and propose immediate action for) injury, incident, and exposure reporting processes which may occur:

- a. At the University of Calgary
- b. At Alberta Health Services
- c. At a Non AHS setting
- d. Outside of Calgary (Rural, Urban, or Out of Province)

**Scope**

- 2 This policy applies to all Undergraduate Medical Education students, Cumming School of Medicine, University of Calgary.

**Definitions**

- 3 In this policy:
  - a. UME means the Undergraduate Medical Education program with the University of Calgary, Cumming School of Medicine
  - b. UME management is the committee that is advisory to the Associate Dean, UME
  - c. CPSA is the College of Physicians and Surgeons of Alberta
  - d. MD – Medical 3-year program
  - e. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures

- f. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
- g. Online Accident Reports (OARS) located on:  
[http://www.ucalgary.ca/safety/incident\\_investigation](http://www.ucalgary.ca/safety/incident_investigation)
- h. Workers Compensation Board (WCB) located on:  
<https://www.ucalgary.ca/riskmgmt/insurance/workers-compensation-wcb/alberta-students>
- i. Pre-Clerkship – Year 1 and 2 of the MD Program
- j. Clerkship – Year 3 of the MD Program

<b>Policy Statement</b>	<b>4</b>	1. Students injured during their course of study are covered by WCB by the Alberta Government.
<b>Special Situations</b>	<b>5</b>	<ul style="list-style-type: none"> <li>1. After regular hours a student who is injured during their course of study must go immediately to Emergency or Urgent Care Centre or drop-in clinics for medical support.</li> <li>2. Special situations should be brought to the attention of UME Management.</li> <li>3. <b>Students injured on campus during regular work hours, please in addition to seeking medical attention/first aid if needed contact Campus Security at 403-220-5333, immediately.</b></li> </ul>
<b>Responsibilities</b>	<b>6</b>	<p><b>UME will ensure adherence to this policy</b></p> <ul style="list-style-type: none"> <li>a. UME Immunization Specialist is responsible to complete OARS and WCB forms with the assistance of the student.</li> <li>b. Students are responsible to ensure that they complete all follow-up tests/appointments and all necessary paperwork (including the employees WCB report) and confirm to UME Immunization Specialist that they have completed the recommendations as outlined by the health care professional that they reported the incident to.</li> </ul>
<b>Appendices</b>	<b>7</b>	Appendix A – Protocol for Injuries, Incidents and Exposures
<b>Procedures</b>	<b>8</b>	<ul style="list-style-type: none"> <li>1. Students injured during their course of study must communicate with the UME Immunization Specialist, after following the Protocol for Injuries, Incident and Exposures (Appendix A) ideally within 24 hours of occurrence.</li> <li>2. UME Immunization Specialist must complete the Online Accident Reporting System (OARS) report and if needed the employers WCB report. UME Immunization Specialist must also ensure that the student receives copies of both reports and that copies are also placed in the student’s file.</li> <li>3. Students must ensure that they complete all follow-up tests/appointments and confirm with UME Immunization Specialist that this has happened.</li> <li>4. Students who as a result of their injury or exposure contract a BBVI must report this to the CPSA.</li> <li>5. Students must take immediate action for exposure, incident or injury. This includes students who as per their course of study are on-site (at University of Calgary) or off-site (AHS, other agency, or outside of Calgary). This plan of action includes: <ul style="list-style-type: none"> <li>i. Following the Protocol for Injuries, Incidents and Exposures Algorithm (See Appendix A).</li> <li>ii. Communicating with UME Immunization Specialist, ideally within 24</li> </ul> </li> </ul>

- hours of the incident,
- iii. Ensuring that they do all follow up as requested by the health care professional that they consult with
  - iv. Completing employee WCB report.
  - v. Reporting all reportable infections (applicable to students and CPSA members) to CPSA.

<b>Instructions/Forms</b>	<b>9</b>	1. OARS – Online Accident Reporting System 2. WCB – Workers Compensation Board forms (Employer and Employee) 3. Protocol for Injuries, Incidents and Exposures - Algorithm
<b>Standards</b>	<b>10</b>	
<b>History</b>	<b>15</b>	<i>Approved:</i> UME Management  <i>Effective:</i> <b>January 6, 2015</b>