

UNIVERSITY OF SAN DIEGO
Hahn School of Nursing and Health Science
Process for Health Related Accident/Incident Occurrences
While on Clinical Affiliation

This process applies to USD students and clinical supervisors.

A. If the injury requires immediate medical intervention:

1. Utilize the Emergency Room for immediate treatment at Facility/Agency where accident/incident occurs.
2. When completing the registration forms, indicate the injury will be classified as a Worker's Compensation claim that will be handled by USD. The insurer is Travelers. Policy Number TC2JUB4250B401-13. The USD contact person is Conchita Waite, Benefits Assistant 619-260-2737.
3. As soon as the injured party is capable of returning to campus, they must go to Public Safety Office and complete an Employee Injury/Illness report. The officer taking the report will give the person an "Authorization to Treat" form which also contains maps to the Sharp-Rees-Stealy Occupational Health centers.
4. All follow up care must be obtained through Sharp R-S. Take a copy of the emergency room record to Sharp for continuity of care.
5. If accident/incident is a Needle Stick, injured party also must complete the USD needle stick injury form. Give completed form to clinical supervisor and forward a copy to the Risk Management Office CM105.

B. If the injury requires urgent, but not emergent medical attention:

1. Go to the closest Sharp Rees-Stealy Occupational Health centers. Tell the registration clerk the injury will be classified as a Worker's Compensation claim for USD. Ask them to call Conchita Waite, 619-260-2737 for treatment authorization.

2. Follow instructions in "A.3" above, as soon as can return to campus.

C. If the injury does not require immediate medical attention:

1. As soon as capable of returning to campus, go to Public Safety Office and complete an Employee Injury/Illness report. The officer taking the report will give the student an "Authorization to Treat" form which also contains the maps to the Sharp Rees-Stealy Occupational Health centers.

2. Go to any of the Sharp Rees-Stealy locations for treatment and all follow up.

* If the site facility requires their incident/occurrence form to be completed, request a copy, and forward same to Conchita Waite, Human Resources, MH101. If the facility refuses to provide a copy of the report, please forward this information to Conchita with the name and contact information for the facility's Risk Management office.

** Clinical Supervisors: Once Public Safety completes their reports, they will send a "Supervisor's Report of Injury" to the School of Nursing. You must complete this form to the extent applicable and forward the report to Conchita Waite, Human Resources, MH101