



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO  
Operating Policy and Procedure

Title: <b>Non-Employee Incident/Injury Procedures &amp; Reporting</b>	Policy Number: <b>75.14</b>
Regulation: Reference:	Original Approval Date: <b>March 2016</b> Revised Date: <b>March 2018</b>

**PURPOSE:**

The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish procedures for responding to and documenting incidents involving and/or injuries incurred by persons on TTUHSCEP property including; but not limited to, visitors, patients, volunteers, and students in non-clinical areas. Incidents/injuries occurring in TTHSEP clinical areas and TTUHSCEP students performing practicum clinical training at other locations shall continue using the:

School of Medicine Ambulatory Clinic Policy, Occurrence Reporting.

<http://el Paso.ttuhsce.edu/opp/ documents/EP-8/EP-8-4A.pdf>

<http://el Paso.ttuhsce.edu/opp/ documents/75/op7514b.pdf>

This policy applies to all TTUHSCEP campus locations. For incidents relating to employee, refer to SCEP OP 70.13.

**REVIEW:**

This HSCEP OP will be reviewed on March 1 of each odd-numbered year (ONY) by the Director of Safety Services, the Asst. VP for Student Services, the Director of Volunteer Services, Texas Tech Police Department, General Counsel, TTUS Risk Management, Director of Employee Health/Infection Control, and the Managing Director of Physical Plant and Support Services, with recommendations for revisions submitted to the Chief Operating Officer or designee by April 15.

**POLICY/PROCEDURE:**

**1. Responsibilities**

- a. TTUHSCEP Employees: TTUHSCEP employees will respond to incidents of slips, trips, falls, other emergencies or needs of assistance involving patients, visitors, volunteers or students, and complete the information on the TTUHSCEP Non-Employee Incident/Injury Report Form (Attachment B), and the TTUHSCEP Injury/Incident Witness Report (Attachment C), where applicable.
- b. TTUHSCEP Safety Services Office: TTUHSCEP Safety Services Office shall investigate and document all incidents / injuries involving patients, visitors, volunteers or students occurring in non-clinical areas, following the process / procedures established in Safety Services SOP OS-001, Incident / Injury Investigation. Documentation, where applicable, shall include witness statements, PD reports (as permitted by law), photographs, diagrams and measurements relevant to the incident / injury. The procedures for handling non-employee incidents / injuries shall be covered in employee orientations and safety training.
- c. Texas Tech Police Department (TT PD): The TT PD will, upon notification, respond to all incidents with injuries involving patients, visitors, volunteers and students in accordance with established procedures. In all cases, Safety Services must be notified by TT PD to initiate an incident / injury investigation.



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2. **Procedures**

Upon observing or being informed of a visitor, patient, volunteer, or student incident / injury in a non-clinical area, employees shall follow the procedure/steps set forth in the "Non – Employee Incident / Injury Response Flow Diagram (Attachment A).

- a. If the individual is unconscious, incoherent, or unable to rise, call 911 immediately from any campus phone (or 911 from cell or public phone), then call Texas Tech Police Department (TT PD). Do not attempt to lift or move an individual if not medically trained, and if the individual is not at risk of further injury. The person reporting the incident shall provide the location of the injured party.
- b. If the individual is conscious, ask, "Do you need to go to the Emergency Room?" If the response to this question is "Yes," Call 911 as above, then call the TT PD and provide the information as in (a) above.
- c. If the individual responds to the question "Do you need to go to the Emergency Room?" that she/he does not need emergency room medical assistance, call and notify HSCEP Safety Services Office of the incident. The appropriate representative of Safety Services will notify TT PD for completion of a call sheet / incident report for all medical incidents. Designated Safety personnel will complete the TTUHSCEP Injury / Incident Investigation Report in Safety Services, SOP OS-001.
- d. After completing a "Non-Employee Incident / Injury Report Form (Attachment B), forward the report to HSCEP Safety Services Office. Several TTUHSCEP entities are involved with investigations of incidents / injuries and recordkeeping. Therefore, HSCEP Safety Services will coordinate with the Director of Nursing Services, and /or the Managing Director of Student Services regarding these incidents / injuries as appropriate.
- e. All patients, visitors, volunteers and students are responsible for having current health and accident insurance and may, as appropriate, seek medical attention from the provider of their choice. No provision or representation of compensation shall be made by any TTUHSCEP employee (see HSCEP OP 75.15). A HSCEP Safety Services representative or designated individual may follow up with a person regarding his/her condition or for further information, etc.
- f. Paid employees (including paid TTUHSCEP students) of another entity performing duties on TTUHSCEP premises or students working in non-TTUHSCEP host facilities should follow their employer's Workers' Compensation Policy. Completion of a "Non-Employee Incident/Injury Form" does not suffice for their reporting.
- g. TTUHSCEP students and TTUHSCEP volunteers who receive bloodborne pathogen exposures (needlesticks, splash or spray to mucus membranes [eyes, nose, mouth, broken skin], etc.) should immediately wash the exposed areas, and then immediately contact the Occupational Health following officials, as appropriate, for assistance and follow-up surveillance.

Reference: Safety Services, Standard Operating Procedure OS-001, Incident / Injury Investigation. Management of Claims Related to Public Areas of TTUHSCEP Facilities and Property (OP 75.15)