



State-Approved Curriculum NURSE AIDE I TRAINING PROGRAM

July 2013

Module N



North Carolina Department of Health and Human Services
Division of Health Service Regulation
Health Care Personnel Registry Section
Center for Aide Regulation and Education
NC DHHS is an equal opportunity provider and employer.

Module N – Incident Reports Teaching Guide

Objectives

- Describe events that might occur in a health care facility that would require an incident report.
- List information that must be included when writing an incident report.

Instructional Resources/Guest Speakers

- **Incident Report Forms:** incident report forms from a variety of local health care facilities (Teaching Tip #1N)

Advance Preparation – In General

- Review curriculum and presentation materials
- Add examples or comments to Notes Section
- Set up computer/projector

Advance Preparation – Activities

- **#1N Incident Report Activity:** Decide how to divide students into 4 to 6 groups.

Module N – Incident Reports
Definition List

Incident Reports – method of documenting facts surrounding any unexpected event in healthcare setting

Module N - Incident Reports	
(S-1) Title Slide (S-2) Objectives <ol style="list-style-type: none"> 1. Describe events that might occur in a health care facility that would require an incident report. 2. List information that must be included when writing an incident report. 	
Content	Notes
(S-3) Incident Reports <ul style="list-style-type: none"> • Method of documenting facts surrounding any unexpected event in healthcare setting • A document between facility and facility legal team, should that be necessary, and is not a public record 	
TEACHING TIP #1N: Incident Report Forms Pass around various incident report forms from facilities in the area and indicate how they differ and how they are alike.	
(S-4) Incident Reports – When Needed <ul style="list-style-type: none"> • Needed when <ul style="list-style-type: none"> ○ A resident falls ○ A mistake is made during resident care ○ Something is broken or damaged by member of health care team or resident 	
(S-5) Incident Reports – When Needed <ul style="list-style-type: none"> • Needed when <ul style="list-style-type: none"> ○ Someone makes sexual advances or remarks to member of health care team or resident ○ Member of health care team injured on job ○ Member of health care team believes an exposure to blood and possible bloodborne pathogens has occurred 	
(S-6) Incident Reports – When Needed <ul style="list-style-type: none"> • Needed when <ul style="list-style-type: none"> ○ There is an angry outburst by family member or staff ○ Resident states that some item of value is missing ○ Uncomfortable situation arises 	
(S-7) Incident Reports – Importance <ul style="list-style-type: none"> • Required by facility • Completed by those either involved at scene, those on duty at the time, or those who observed incident • Designed to get as accurate as possible a description of just what happened 	
(S-8) Incident Reports – Importance	

Module N - Incident Reports	
<ul style="list-style-type: none"> • Documents who, what, when, where • Describes what happened, to whom it happened, who else was present • Documents any actions taken and by whom • Describes any outcomes of incident or care given 	
<p>(S-9) Incident Reports – Nurse Aide’s Role</p> <ul style="list-style-type: none"> • Document time of incident, where in facility incident took place, who was present, and exactly what happened • If nurse aide does not see incident, but only heard about it, state that • State facts, not opinions • Describe any actions taken to help with incident • Describe any outcomes noted from actions taken • Do not document anywhere in resident’s chart that incident report completed 	
<p>(S-10) Incident Reports – Points to Remember</p> <ul style="list-style-type: none"> • Remember that time can alter the way everyone remembers incident, so completing incident report as soon as possible is key • Completing the incident report should never be seen as punishment, but a protection • Facilities vary as to what happens to completed incident report <ul style="list-style-type: none"> ○ Often stays with individual’s care documents for a while so that all caregivers can be observing for any harmful effects of the incident ○ Some facilities may store in administrative office in locked drawer 	
<p>(S-11) ACTIVITY #1N: Incident Report Activity (Group)</p> <p>Divide class into 4-6 groups. Require each group to select a recorder, who writes down comments and a reporter, who shares responses from the group. Give each group a different scenario that would require an incident report. Ask each group to write an incident report using the resource slide (S-11) as a guide. You may want to use some or all of the following scenarios or develop your own scenarios:</p> <ul style="list-style-type: none"> • A resident falls out of bed and you discover it • A resident’s daughter yells that she is going to kill herself • You slip on a spill in the hall • You were told by a visitor that a resident is slipping out the back door at night to smoke • While at work, a janitor traps you in the supply closet and says he is not going to let you out • You jab your finger with a needle that was left in a bed 	

Module N - Incident Reports	
ACTIVITY #1N: Incident Report Activity (Group) (continued) Ask each reporter to share responses	
(S-12) THE END	