1. HOW TO REPORT AN INCIDENT

You may have received an email from UBC’s Centralized Accident/Incident Reporting System (CAIRS) indicating you have been listed as a supervisor to an injured student. If so, follow the prompts in the email to begin a report. If not, go to www.cairs.ubc.ca (see Figure 1), then:

- Select “Practicum/Clinical Placement Student” for the injured student.
- Select “Supervisor” for the user filling in form.
- If incident occurred on the Point Grey campus, select “Vancouver”. If incident occurred on the UBCO campus, select “Okanagan”.
- Select severity – if the incident involved a blood or body fluid (BBF) exposure, select “Medical Treatment,” as the student must report to Emergency.
- Select Type of Claim.

2. FILLING OUT THE INCIDENT REPORT

- There are 6 steps to completing an incident report. Fields marked with an * are required.

Step 1 – Incident Information

**WHAT, WHEN, and WHERE?**

- Concise but detailed description of what work was underway and what happened
- If the student reported to Emergency, include it in the description.
- What control(s) was used/available or what PPE was worn?

Step 2 – Additional Incident Information

- Include witness information if applicable.

Step 3 – Personal Information

- Enter personal information of injured student.

Nick Steel, Health & Safety Advisor – nick.steel@ubc.ca
Step 4 – Employment Information (See Figure 2)

- Enter employment information of injured student.
- For “Department,” select “MEDU – Medicine, UDrgrd Ed.(Dean’sOff).”

Figure 2

Step 5 – Accident Investigation

- List any applicable task, environment, organizational, equipment and human related causes.
- Determine root cause of incident - why did the incident occur?
- Enter your information in the “Employer representative” section
- If incident was needle stick or suture prick, see example investigation below

Step 6 – Corrective Actions

- HOW can recurrence of similar incidents be prevented, and who will be responsible?
- Do not include personal identifying information.
- Fill in estimated completed date (Figure 3)
- Once final actions are taken, ensure report is updated to reflect so. Reports without final actions, including the date completed, are considered incomplete by WorkSafeBC.
- If incident was needle stick or suture prick, see example corrective actions below

Figure 3
3. TEMPLATES FOR NEEDLE STICKS AND SUTURE PRICKS

Needle sticks and suture pricks comprise the bulk of the incidents in the UGME program. Typically, these incidents occur due to lack of experience/training, and debriefing, including a review of methodology, will suffice as the corrective action. If this is the case, under step 5, select “knowledge/skill/experience lacking,” and list inexperience as the root cause of the incident (see Figure 4). Then list a review of technique as the corrective action and final action taken (see Figure 5). **Make sure to enter the date completed!**

![Figure 4](image)

**Figure 4**

- No "Human" related causes
- Knowledge / skill / experience lacking
- Personal distraction
- Pre-existing condition
- Other (specify below)

Other human related causes:

Incorporating the above factors, determine and describe the root cause of the incident or accident:

Inexperience handling needle/suture in a clinical setting.

**Corrective Action 1**

Corrective Action Identified:

Review needle/suture methodology with student.

Assigned To (name):

Your name

Job title:

Preceptor/Clinical Instructor

Estimated Completion Date:

[ ] Remind the Report Writer about this corrective action on the estimated completion date

Final Actions Taken:

Reviewed methodology with student. Observed student perform technique satisfactorily.

Date Completed: