

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Adverse Incidents (Personnel, Visitors, Guests)	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 2/18/15 retro to 1/1/15	
<b>REVIEW DATE:</b> 7/28/22	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Coordinator	<b>CEO APPROVAL DATE:</b> 8/2/22 Dr. Tim Kangas, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

NorthCare Network Personnel shall report adverse incidents as soon as feasible, no later than the next business day, to the CEO/Supervisor and the HR Coordinator.

### **PURPOSE**

To assist in the proper management of NorthCare Network's operations and to assure that all unusual happenings or adverse incidents are reported appropriately, NorthCare Network Personnel will be required to complete an Adverse Incident -Exposure Report Form.

### **DEFINITIONS**

1. ***Adverse Incident:*** All unusual happenings involving NorthCare Network or personnel, visitors and/or guests. The following list of examples includes but is not limited to:
  - Personal injuries or accidents
  - Lost or stolen NorthCare Network property
  - Personal property stolen from NorthCare Network premises
  - Damage or destruction of NorthCare Network property
  - Building or equipment security problems
2. ***NorthCare Network Personnel:*** refers to personnel employed by NorthCare Network on a full-or part-time basis, students, volunteers, interns, and Board Members.

### **REFERENCES**

- NorthCare Network Adverse Incident – Exposure Report
- NorthCare Network Work - Related Injury Report

## **HISTORY**

NEW POLICY – 1/1/15

REVISION DATE: 9/27/16, 5/11/18, 3/18/19, 7/28/22

REVIEW DATE: 2/3/15, 11/20/15, 9/27/16, 7/14/17, 5/11/18, 3/18/19, 1/20/20, 10/29/20, 8/26/21, 7/28/22

CEO APPROVAL DATE: 2/3/15, 12/1/15, 10/4/16, 8/1/17, 6/5/18, 4/1/19, 2/4/20, 11/3/20, 9/7/21, 8/2/22

BOARD APPROVAL DATE: 2/18/15

## **PROCEDURES**

- A. Staff receiving bodily injury or having an accident while on the job are required to complete a Work - Related Injury Report as well as an Adverse Incident - Exposure Report. Both forms are located on the N Drive: Forms and Templates.
- B. Any staff involved in, observing, or having knowledge of unusual or adverse incidents are required to complete an Adverse Incident – Exposure Report as soon as possible. The form must be filled out completely, providing full information about the incident. Additional forms/reports that are pertinent to the incident need to be attached. The person completing the report will then route the form(s) to the CEO/Supervisor and the HR Coordinator.
- C. The CEO/Supervisor will decide the action taken to remedy and/or prevent a re-occurrence of the incident. The CEO/Supervisor will sign the report and route it to the HR Coordinator for review and action.
- D. The original copies of all Adverse Incident – Exposure Reports and Work - Related Injury Reports will be kept in the staff's personnel file.