LEARNING OBJECTIVES

• Review types of critical incidents that require reporting
• Review reporting requirements
• Understand that critical incidents are reviewed by the agency to ascertain whether changes in procedures or policies are needed
CRITICAL INCIDENTS NEEDING REPORT

• Incidents involving injury (in office or on property of the agency)
• Vehicular accidents (when transporting or during the course of one’s job duties)
• Communicable disease
• Infection control
• Biohazard accidents
• Aggression or violence
• Use of seclusion or restraint
• Use and unauthorized possession of weapons
CRITICAL INCIDENTS NEEDING REPORT -CONTINUED

- Unauthorized use and possession of legal or illegal substances
- Abuse (alleged abuse by staff)
- Neglect (alleged neglect by staff)
- Suicide or attempted suicide (during sessions and/or on property of agency)
- Sexual assault (during sessions and/or on property of agency)
- Wandering or elopement from agency activity
- Medication errors (if staff are involved)
REPORTING REQUIREMENTS

• The staff member involved in or witnessing the critical incident is to complete the critical incident report.
• The report should be completed and submitted as soon as the situation is under control but not to exceed 24 hours later.
• The supervisor shall make a determination as to the need for debriefing and schedule such.
• Immediate remedial actions shall be taken under the direction of the supervisor.
WORK TOWARD PREVENTING FURTHER INCIDENTS

• Annually a written analysis of all critical incidents is completed by leadership
• The analysis includes cases, trends, actions for improvement, results of performance improvements, necessary education and training of personnel and prevention of recurrence
• Notations are made as to whether internal and external reporting requirements were met