

Clinical Incident Reporting Procedure: WSIB and Non-WSIB

WSIB (Work Safety and Insurance Board) Reporting Process:

When a student is physically injured in clinical (i.e. needle stick injury, fall, etc) or experienced a workplace exposure (i.e. communicable pathogen, environmental substance, etc) it is important that specific time sensitive steps be followed to ensure that the student receives appropriate care and follow-up. Implement the steps outlined in the WSIB section below within 48 hours for clinical incidents determined to be of the nature required to report to WSIB. Implement the steps outlined in the Non-WSIB section below for non-WSIB clinical incidents.

WSIB Reportable Clinical Incidents Checklist:

- ☐ Step 1: The student reports the injury/exposure to the CI immediately.
- ☐ Step 2: The CI sends the student to the organization's Occupational Health Unit (or the ER if the organization does not have Occupational Health or if Occupational Health is closed) to be assessed. The CI tells the student to request a blood test during assessment/examination if this is a needle stick injury or bodily fluid exposure.
- ☐ Step 3: The student should request a copy of the completed assessment form from the Occupational Health Nurse or ER physician to provide the Faculty of Nursing.
- ☐ Step 4: The CI and student complete the following 4 forms (3 for WSIB, 1 for the faculty):
 1. *University of Toronto Students on Unpaid Work Placements Accident Report*
 2. *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim*
 3. *Letter of Authorization to Represent Employer* forms (please refer to the WSIB Responsibility Matrix on page 31). These three forms can be found on the Faculty's website at: <https://bloomberg.nursing.utoronto.ca/current-students/student-forms#content4>
(use Internet Explorer as your web browser to open these forms, for sample document "Postsecondary Student Unpaid Work" please see appendix)
 4. A new online clinical incident reporting form is available for students, preceptors, clinical instructors, staff and faculty to use. This new form must be completed along with the accompanying paperwork for all WSIB injuries.



New for 2019

<https://bloomberg.nursing.utoronto.ca/current-students/student-forms#content4>

While completing this form, ensure 'yes' is clicked for the question "Is this a WSIB injury?".

- ☐ Step 5: Within 48 hours of the clinical incident, the student/Clinical Instructor/preceptor must submit the 4 documents listed below using the University of Toronto's secure file transfer system UTSend <https://send.utoronto.ca/>. UTSend file transfers are directed to the Practicum Placement & Professional Development Officer at Nursingstudentpracticum@utoronto.ca
 - (i) The completed and signed *University of Toronto Students on Unpaid Work Placements Accident Report*
 - (ii) The completed and signed *Postsecondary Student Unpaid Work Placement Workplace Insurance Claim*
 - (iii) The completed and signed *Letter of Authorization to Represent Employer*
 - (iv) The completed Occupational Health Unit (or ER) medical document
- ☐ Step 6: The Practicum Placement & Professional Development Officer will submit all the completed documentation to the University of Toronto's Office of the Vice-Provost, Students on behalf of the Faculty of Nursing.
- ☐ Step 7: The Practicum Placement & Professional Development Officer will follow up with the injured student and liaise with the Clinical Coordinator / Course Faculty regarding the student's return to practicum. If a student is advised to take time off from the clinical placement, the student must obtain a note from their family physician before returning to clinical practice. The note should state "May return to regular duties" or "Modify duties". Modify duties may include e.g. "No heavy lifting" or "Modify schedule".

Non-WSIB Clinical Incidents Reporting:

New for 2019

For non-WSIB incidents, reporting is optional and anonymous. Anyone can report a non-WSIB incident including students, Clinical Instructors, preceptors and faculty. Examples of reportable non-WSIB clinical incidents include: medication errors, bullying and false nursing documentation. More examples are provided in the online non-WSIB reporting form. This form assists the Faculty in tracking injuries and incidents that occur during practicum placements. This form can be accessed by clicking on the link below and selecting "no" to the question "Is this a WSIB injury?":

<https://bloomberg.nursing.utoronto.ca/clinical-incidents-form#content1>

WSIB Responsibilities Matrix

	Student	CI / Preceptor	Clinical Education Office
University of Toronto Students on Unpaid Work Placements Accident Report	complete middle two sections on page 1 "Student Trainee Information" and "Reporting Information"	complete the top portion of page 1 i.e. indicate appropriate option "No Injury" vs. "Injury/Illness", in most cases "No Lost Time" is indicated (only indicate Lost Time if student is not able to return to their placement for a significant amount of time and therefore is unable to graduate on time), complete "Incident Information" bottom of page 1 and continued on page 2, complete "Confirmation of Placement Employer" and sign bottom of the form with date	send to Bridgid McNulty
Postsecondary Student Unpaid Work Placement Workplace Insurance Claim	complete sections A, B and C and sign	complete section D and sign	complete section D and send to Bridgid McNulty
Letter of Authorization to Represent Employer		complete section where it says Placement Employer	Complete section where it says Training Agency and send to Bridgid McNulty