

# Protocol for Injuries, Incidents and Exposures

UNDERGRADUATE MEDICAL EDUCATION STUDENTS

## Seek Appropriate Medical Attention and/or First Aid

Notify UME Program Supervisor/Campus Security/ Instructor, Preceptor, Unit Manger/Agency

AT AHS AGENCY

- Call Incident Reporting Line for blood and body fluid/communicable disease exposure **1-855-450-3619 ext 4**
- To report all **other injuries**, Preceptor /Instructor/ Primary nurse are to access **MySafetyNet**

<https://mysafetynet.albertahealthservices.ca/prd/portalregistration/login.rails?language=English>

**Note:**

Students are to be treated the same as AHS Staff as per AHS Document #1111 <https://extranet.ahsnet.ca/teams/policydocuments/1/clp-ahs-pol-occupational-exposure.pdf>

ANY NON-AHS AGENCY

AGENCY HAS OH&S

- Call Agency's Occupational Health and Safety (OH&S)
- Follow directions given by OH&S staff
- If OH&S isn't available then follow the flow sheet as if Agency has no OH&S

AGENCY HAS NO OH&S

- Follow the directions as if you were on campus

ON CAMPUS

- Call Campus Security **403 220-5333**
- **FROM 0900 - 1600** Have Instructor call the SU Wellness Centre **403-210-9355** to notify them you are on your way
- **FROM 1600-0900** Call Health Link at **811** and follow directions

- Ensure that you indicate to all Health Care Professionals that you are in contact with, that this is a work related incident (students in Alberta are considered workers for WCB purposes)
- Ensure you receive copies of any paperwork and reports that are filled out
- Ensure that you have received appropriate counselling and had all questions and concerns addressed
- Know --- WHEN, WHERE and with WHOM to follow up

- Within 24 hours, set up time to meet with UME Program Supervisor or to complete the Worker's Compensation Board (WCB) reports and U of C Online Accident Reporting System (OARS) report. Bring with you copies of any paperwork that has already been filled out
- Together the UME Program Supervisor and the Student fill out WCB and OARS reports. Please note, one OARS report and two WCB reports (Employer and Employee) should be initiated

### WCB Reports

- If WCB forms have NOT been filled out, they need to be completed immediately
- Two reports need to be filled out, the Employee (student) and the Employer (U of C)
- Forms and directions can be found at [http://www.ucalgary.ca/safety/oars#quickset-field\\_collection\\_quicktabs\\_2](http://www.ucalgary.ca/safety/oars#quickset-field_collection_quicktabs_2) Please refer to WCB reporting tab

**Note:** The Employer and Employee forms should both be faxed to **WCB**. A copy of the WCB Forms are to be kept in UME in the students file or binder as per our policy. A copy of the Employer form should be given to the student for their records

### OARS Report

For online form and directions, please go to <http://ucalgary.ca/safety/oars> and click on "**Enter OARS to Create, View or Edit an Accident Incident Report.**" Enter through My U of C. Then click on "Create New Incident Report"

- On Page 1, UME Program Supervisor identifies themselves as the **Supervisor for the Person Reporting Incident** and the Student is identified as the **Person Involved or Affected**
- Also on Page 1, the Associate Dean or Assistant Deans email address should be included in the additional notification box. On Page 6 of the report, this individual should be identified as the Second Higher Authority
- **Note:** All incidents are classified as Level 2 where medical care goes beyond first aid i.e. consultation with a Health Care Professional