



of Health Professions) but unrelated to care/services being provided to the patient by the clinic staff, residents, faculty, or students.

- **Unsafe Condition:** any event that involves a violation or deviation from the standards of care and/or the code of ethical practice for that profession.

For incidents involving staff or faculty:

- Submit **Employee Accident or Illness Report**. This form can be found at [http://webs.wichita.edu/depttools/depttoolsmemberfiles/humanresources2/Accident\\_Illness\\_Report.pdf](http://webs.wichita.edu/depttools/depttoolsmemberfiles/humanresources2/Accident_Illness_Report.pdf)

For individuals who have knowledge of a WSU student or student organization violating the Student Code of Conduct or another University policy:

- Utilize the **WSU Incident reporting Form** located at: [https://cm.maxient.com/reportingform.php?WichitaStateUniv&layout\\_id=0](https://cm.maxient.com/reportingform.php?WichitaStateUniv&layout_id=0)

Once submitted, the Clinic Director/Department Chair is responsible for conducting and managing all follow-up, as appropriate. Such follow-up may include, but is not limited to:

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#### Incidents Involving Patients/Clients/Visitors

- The person completing the Patient/Client Event Form should be the individual who witnessed, first discovered, or is most familiar with the incident.
- The report should be immediately presented to the reporter's Clinic Director/Department Chair

Today's Date:

Location Where Event Occurred:

Date Event Occurred:

Patient/Client Information:

What Is Your Name and Role?

How Were You Involved in This Event?

Type of Event:

a. Incident: A patient safety event that reached the ptien. BDC tC /P ne pw(ti)2.7tie8TJ0.00Tc 0.00h475m1.7(a)2.8(4(en)