

**UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY
PROCEDURES TO BE FOLLOWED IN THE EVENT OF WORKPLACE INJURY:
SARNIA CAMPUS**

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The following pages will address what to do in the event of injury involving patient body substances, fluids (e.g., needlestick or laceration injury or mucous membrane exposure) in the clinical setting.

A *workplace injury* includes exposure to communicable diseases and exposure such as puncture wounds, from the blood or body fluids of patients, or any other injury.

Although we expect all medical students to exercise universal precautions when dealing with patients, we know that occasionally accidents happen, and you could be exposed to bodily fluids inadvertently.

The procedures to be followed are outlined below (Tell, Go, Document):

TELL

Injury occurs in clinical setting on campus

1. Tell your immediate supervisor about the incident as soon as it occurs.
2. First Aid Treatment should be administered immediately.
 - For Percutaneous/Puncture Wound injuries:
 1. Remove gloves
 2. Encourage bleeding from the wound
 3. Wash the site with copious amounts of running water and soap
 - For Fluid Exposures to mucous Membranes (eye, nose, mouth):
 1. Flush well with water.
 2. Eye exposure must be flushed at an eye wash station.
3. Clinical supervisors, responsible for the student, will work with the student in gathering as much information regarding the patient involved with the needle stick injury to determine evidence of bloodborne infection.

Depending on where your injury takes place, please follow the guidelines below.

GO

For Off-site or Non-hospital Related Incidents (Typically Pre-Clerkship years 1 & 2) During Workplace Health Operating Hours (8:30 am – 4pm)

- Contact Occupational Health & Safety Services (OHSS) at Bluewater Health.
- Please note: if no one is available in OHSS report to Bluewater Health Emergency Department.
- The student should identify themselves to OHSS as a medical student with a percutaneous injury. Provide a copy of the Accident/Incident Reporting Form completed by the supervisor at the site of the injury.
- Please note that there can be a wait time. Please wait until you can be seen by the appropriate healthcare provider.
OHSS will provide an appropriate course of management and will arrange for appropriate lab work, medication and follow-up as required.
- Additional medical history and accident particulars will be collected by the nurse during counselling.
- Follow-up medical appointments will be arranged by the nurse and the injured student.
- Please also call Occupational Health Nurse (OHN) Kristine Brown, at Workplace Health at Western University (519-661-2111 ext. 85472) to inform her of the injury.

For injuries that occur after 4pm or on weekends, the student must be directed to the Emergency Department at Bluewater Health Hospital

- Student to follow up with Western's Workplace Health Office on the next business day (519-661-2111 x 85472- OHN Kristine Brown).
- Please inform the Learner Experience Faculty Advisor (Undergraduate - Sarnia) in order that we can support you through this process.

For Injury that Occurs While in Off- Campus Clinical Setting (Years 3 & 4 Clerkship and Elective Experiences and Year 1 & 2 OCLO, LCE Experiences)

- If injury occurs in an affiliated institution, the individual should immediately contact the OHSS office at the hospital site (occupationalhealth@bluewaterhealth.ca).
- If after hours, then attend the Emergency Department for immediate first aid/treatment and to complete required paperwork (Adverse Event Management System Report - AEMS). The AEMS will be faxed to Western's Workplace Health Office (519-661-2016) and the Learner Experience Faculty Advisor (Undergraduate - Sarnia) by Medical Affairs.

- The relevant preceptor and the OHSS office (occupationalhealth@bluewaterhealth.ca) must be notified immediately for first aid, treatment and advice.
- All workplace related injuries must be reported **immediately** to the Regional Education Coordinator in the DE office (sarniaclerkship@schulich.uwo.ca). A workplace injury includes exposure to communicable diseases and exposure such as puncture wounds, from the blood or body fluids of patients.
- The follow up treatment for students who are injured as a result of their clinical placement will be provided by Western's Workplace Health 519-661-2111 x 85472- OHN Kristine Brown.

DOCUMENT

In ALL CASES, the following required documentation must be submitted to the Regional Education Coordinator, UME office and LEO Sarnia (Faculty Advisor) within 48 hours of the incident:

- Letter of Authorization to Represent Placement Employer (Ontario Ministry of Education and Training). This form is available in *pdf* format on the Clerkship Elentra site. Please retrieve from Elentra, complete empty fields, and send to sarniaclerkship@schulich.uwo.ca. The OHSS representative will sign this form.
- Work/Education Placement Agreement/Post-Secondary (Ontario Ministry of Education and Training). This form is available in *pdf* format on the clerkship Elentra site. Please retrieve from Elentra complete empty fields, sign, and send to sarniaclerkship@schulich.uwo.ca. The OHSS representative and the Regional Education Coordinator will also sign this form.
- The following information **must** be provided:
 - a) Date of the incident
 - b) Nature of the incident
 - c) Location of the incident
 - d) Name and contact info of the supervisor (phone, email)
 - e) Student's social insurance number
 - f) Student's local mailing address
- UME must forward the completed forms to Human Resources within 3 days following an incident. It is, therefore, extremely important that all incidents are reported immediately. If a claim is made and the forms are not completed, there is a risk that the student may be billed for medical treatment received. **These forms are not optional.** They are a **mandatory** requirement to satisfy the WSIB.