

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH) ADMINISTRATIVE MANUAL

SUBJECT: REPORTABLE EVENTS

NO: AM 4.5

EFFECTIVE DATE: 12/2/97

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REVIEWED / REVISED: 4/03; 5/04; 4/05; 4/06; 1/07; 7/07; 2/08; 12/08; 1/09; 7/10; 7/11; 5/12; 1/13; 1/14; 1/18; 1/21; 1/24; 1/25

Regulatory: NJ Rehabilitation Hospitals NJAC 8:43E Reportable Events

PURPOSE:

To comply with New Jersey Licensing standard 8:43E Reportable Events.

POLICY:

Should any event occur that jeopardizes the health and safety of patients, visitors and employees the Charge Nurse shall notify the Administrator or Administrator-on-Call immediately. A submission of the initial event information must be submitted within 5 business days of the event discovery to the Division of Health and Senior Services (DHSS) via an electronic form, accessible on the internet. The information will be disseminated to DHSS staff for follow-up. Patient Safety (DHSS) determines if the event is reportable and WCRH will be notified via e-mail of the event determination, i.e., event is reportable or not reportable. A Root Cause Analysis (RCA) must be submitted within 45 days of the initial event submission if the event is determined to be reportable.

PROCEDURE:

1. Events which shall be reported to DHSS by a designated Facility User include, but are not limited to:
 - a. An **unscheduled interruption for three or more hours** of physical plant and/or clinical services essential to the health and safety of patients, visitors and employees.
 - b. All fires, disaster or accidents which result in serious injury or death of patients, visitors or employees, or in evacuation of patients out of the hospital.
 - c. All alleged or suspected crimes which endanger the life or safety of patients, visitors or employees which are also reportable to the police department and which result in an immediate on-site investigation by the police.
 - d. Any other unexpected patient and employee death or serious injury; and
 - e. The presence of epidemic disease in the facility.

Note: For diagnosed or suspected cases of child abuse and/or neglect, please follow the procedure outlined in AM 9.18

2. Accessing the System: A maximum of two Facility Administrative Users (Patient Safety Liaison) will be assigned to access the System. Patient Safety (DHSS) will set up access for Facility Administrative Users from WCRH.

3. Facility Administrative Users may assign additional internal users to (1) access the System to enter/edit information, (2) assign point people for communications from Patient Safety (DHSS)
4. The Reporting System accessible to assigned users through “myNewJersey” network (portal) <https://my.state.nj.us/au/Login>
5. **Note:** all users are required to self register for access to the portal after the Facility Administrative User has added the user.
6. Please refer to the Training Modules available at the nursing station. A training presentation is also posted on the Training Materials page of the web-based Patient Safety Reporting System.

Administrator