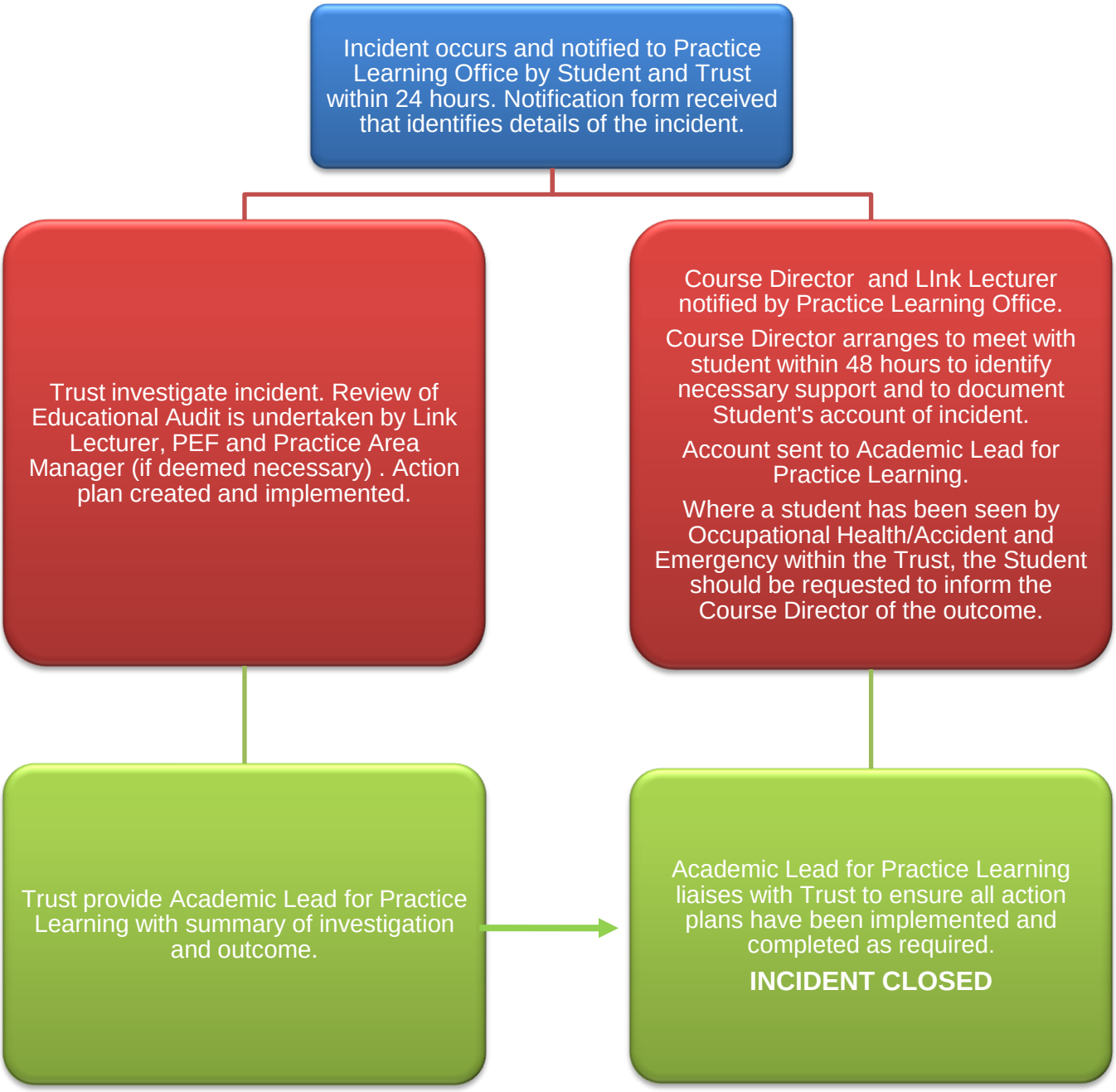
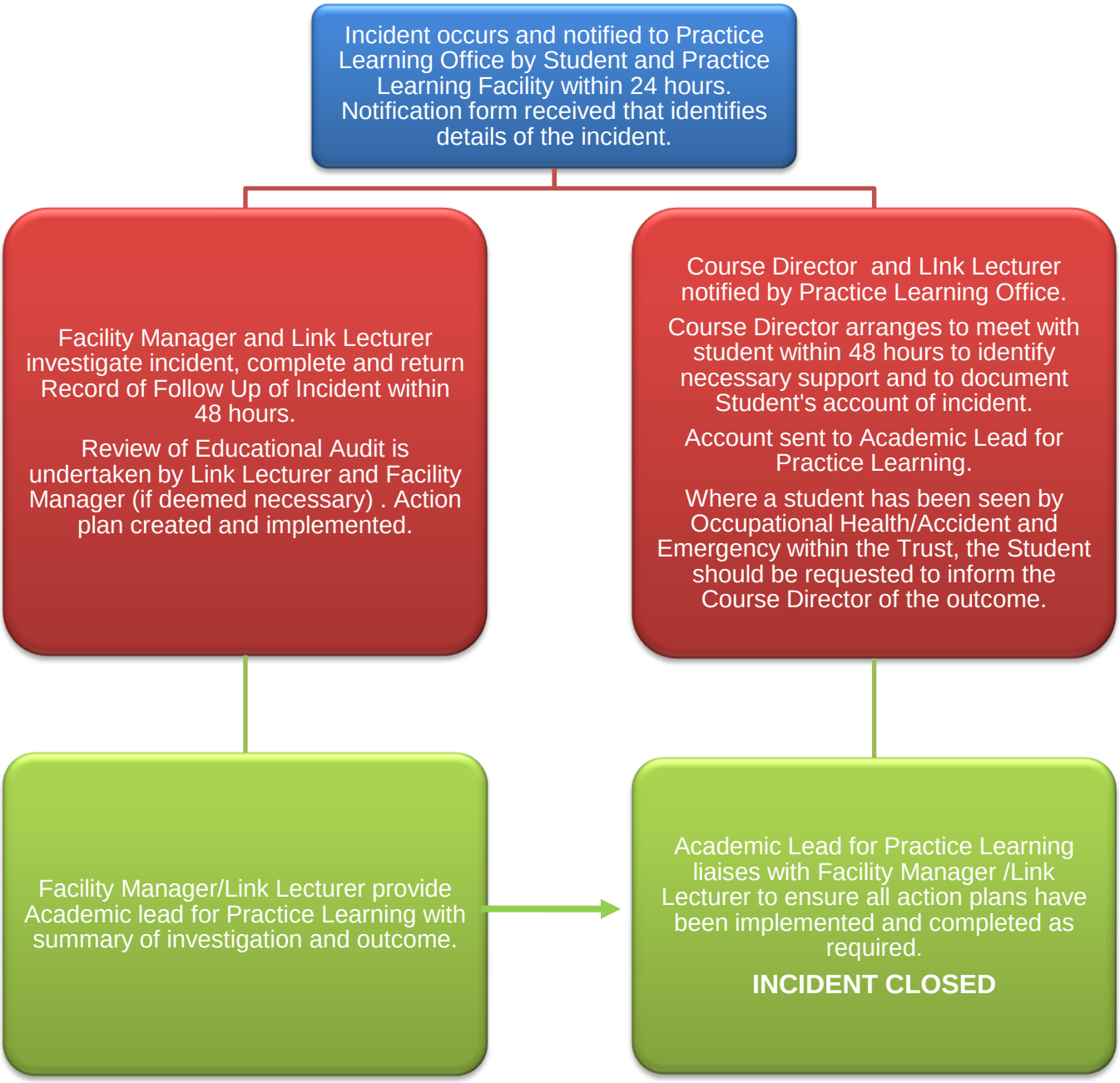
School of Nursing – Management of Practice Learning Incidents Within Health and Social Care Trusts



School of Nursing – Management of Practice Learning Incidents Within Independent and Voluntary Sector



NOTIFICATION OF INCIDENTS INVOLVING STUDENTS OF NURSING

TO BE COMPLETED BY THE NURSE IN CHARGE OR MANAGER AND RETURNED TO THE PRACTICE LEARNING OFFICE WITHIN 24 HOURS OF AN INCIDENT OCCURRING. PLEASE NOTIFY THE PRACTICE LEARNING OFFICE OF A CLINICAL INCIDENT BY TELEPHONE IMMEDIATELY.

STUDENT SURNAME	**FORENAME(S)**	
FACILITY	**LOCATION**	**LOCATION (EXACT)**
INCIDENT DATE	**TIME**	**INCIDENT NUMBER** (PLACEMENT OFFICE)

DESCRIPTION OF INCIDENT
IMMEDIATE ACTION TAKEN

COMPLETED BY: (PRINT NAME)		**SIGNATURE**	
DESIGNATION		**DATE**	

PRACTICE LEARNING OFFICE USE					
DATE RECEIVED BY ACADEMIC LEAD FOR PRACTICE LEARNING		**SIGNATURE**		**DATE**	

Please return to: Helen Houston, Practice Learning Office, School of Nursing, University of Ulster, Northland Road, Londonderry BT48 7JL.

Contact Details: Telephone: 028 716 75532 email: H.Houston@ulster.ac.uk Fax: 028 716 75493

University of ULSTER

RECORD OF THE FOLLOW UP OF INCIDENT

TO BE COMPLETED WITHIN 48 HOURS OF INCIDENT BY THE NURSE IN CHARGE/MANAGER AND LINK LECTURER AND RETURNED TO THE PRACTICE LEARNING OFFICE

STUDENT SURNAME	FORENAME(S)	
FACILITY	LOCATION	LOCATION (EXACT)
INCIDENT DATE	TIME	INCIDENT NUMBER
FOLLOW UP ACTION REQUIRED BY AREA MANAGER AND LINK LECTURER		

DATE FOR ACTION PLAN TO BE COMPLETED BY:	
DATE ACTION PLAN COMPLETED:	
HAS THE EDUCATIONAL AUDIT BEEN REVIEWED?	YES ☐ NO ☐
ARE THERE ANY AMENDMENTS TO BE MADE TO THE EDUCATIONAL AUDIT?	YES ☐ NO ☐
HAVE THESE AMENDMENTS BEEN MADE AND SUBMITTED TO THE PRACTICE LEARNING OFFICE?	YES ☐ NO ☐

MANAGER NAME (PRINTED):	MANAGER SIGNATURE:	DATE:
LINK LECTURER NAME (PRINTED):	LINK LECTURER SIGNATURE:	DATE:

TO BE COMPLETED BY ACADEMIC LEAD FOR PRACTICE LEARNING

DATE RECEIVED BY ACADEMIC LEAD FOR PRACTICE LEARNING		SIGNATURE		DATE	

Can this incident be closed YES ☐ NO ☐
Comments

SIGNATURE		DATE	

Please return to: Helen Houston, Practice Learning Office, School of Nursing, University of Ulster, Northland Road, Londonderry BT48 7JL.
Contact Details: Telephone: 028 716 75532 email: H.Houston@ulster.ac.uk Fax: 028 716 75493