Incident flow chart for Nursing Students during Clinical Placement

Incident during OR on enroute to or from clinical placement



Follow health service protocol -Complete IMMS or other institution form -Notify facilitator/supervisor at facility



Contact Clinical Placement Office (CPO) immediately Provide a copy of the IMMS or other form



CPO to contact student
- Provide link to UNE incident form, if no IMMS* received
- Provide info re Student Assist, counselling etc.
- Copy WHS rep into communication including copy of IMMS or other forms



CPO to forward incident form to WHS rep upon receipt

WHS rep to notify

WHS consultant

Insurance & Accounts Officer



Follow up with student by the CPO.
All correspondence to include the SOH WHS rep

* NSW Health Incident Information Management System

It is very important that the University has a current telephone number and address of a contact person so that the University can inform them in case of an accident or injury.