

Charleston/Dorchester Community Mental Health Center

Reporting Major and Urgent Events and Accidents, Minor or Major

Any "major" or "urgent" event involving the Center (staff or clients) needs to be reported immediately, regardless of the hour, to the Center Director or his designee.


When in doubt about whether the information warrants reporting, go ahead and complete an **Adverse Incident Report Form**. Among those kinds of events to be reported include all accidents of clients (whether on or off Center property), all accidents of staff persons while working, deaths of Center clients, and any alleged cases of abuse and neglect. Other kinds of incidents that require reporting include but are not limited to: missing person incident, medication error, theft or loss of Center property. All essential facts regarding the incident are to be reported on the Adverse Incident Form including any emergency care provided.

In addition to completing an Adverse Incident Report, all on-the-job accidents and injuries to staff require an Accident/Injury Report (Form P-16, available in each service area or from Personnel) immediately or as soon as possible. If the accident is "blood-related," it must be reported immediately. Workers' Compensation (to pay for time lost and medical expenses) **cannot** be paid if a timely report is not completed. Err on the conservative side and complete the Accident/Injury Report even for minor accidents, in the event that unexpected medical complications occur days later.

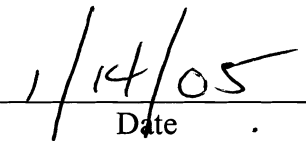
The "primary reporter" should first attempt to report to his/her supervisor. In any case, a report should immediately then go to one of the Mental Health Center staff listed on the attached schedule, in descending order, until one person is located and informed. Report by one of these Center staff shall then be made to SCDMH officials as listed.

Supervisors shall review this policy statement with all employees.

This policy rescinds and supersedes all previous policy statements regarding the reporting of major and urgent events.



Deborah S. DiNovo, M.Ed., LPCS
Executive Director



Date
(Revision of policy dated 7/16/01)

MAJEVENT.POL

Reporting Major and Urgent Events
Notification Schedule
January 2005

I. Center supervisors or "reports" should call in the following order until one is reached:

1. Deborah S. DiNovo, M.Ed., LPCS, Executive Director
Office: 727-2000
Mobile: 607-4686
Home: 762-0661
Pager: 807-9992
2. F. Kirby Bond, MHSA, CHE, Chief of Staff
Office: 727-2000
Mobile: 412-2082
Home: 577-0315
3. David Shiel, MSW, LISW-CP, Director of Adult Services
Office: 727-2000
Mobile: 442-9008
Home: 442-9008
4. Mac Magee, M.Ed., Director of CAF Services
Office: 740-6136
Mobile: 209-0144
Home: 849-8208
Mobile: 209-0144

II Center Director (or designee) should call:

Geoff Mason, MPA -Deputy Director of Community Care
Systems

Office: 803-898-8348

Mobile: 803-667-2701

III. If unable to reach anyone above, call in the following order until one is reached:

Brenda Ratliff, M.D.
Medical Director, Clinical
Office: 803-898-8339
Pager: 803-355-2555

George P. Gintoli
State Director of Mental Health
Office: 803-898-8319
Mobile: 803-609-1900
Pager: 803-301-5300

NOTE: Refer to C/DCMHC Center Policy regarding "Reporting Major and Urgent Events and Accidents, Minor to Major," and SCDMH Directive No. 740-90, dated May 31, 1990, for procedures describing written Adverse Incident and Accident/Injury Reports.

CHARLESTON/DORCHESTER COMMUNITY MENTAL HEALTH CENTER

Administration
Port City Center
701 E. Bay Street,
MSC 1110
Charleston, S.C. 29403
(843) 727-2000
Fax: (843) 727-2083
V/TDD: (843) 852-4100

CLINICAL SERVICES

November 2, 2004

2100 Charlie Hall Boulevard
Charleston, S.C. 29414
(843) 852-4100
Fax: (843) 573-2393

TO: Management Team
All Service Coordinators and Supervisors

3601-C Meeting Street Road
N. Charleston, S.C. 29405
(843) 740-6136 / 740-1676
Fax: (843) 740-6141

FROM: Deborah S. DiNovo, M.Ed., LPCS
Executive Director

720 Magnolia Road
Charleston, S.C. 29407
(843) 852-4115
Fax: (843) 852-4110

RE: Person in Charge of Center

106 Springview Lane
Summerville, S.C. 29485
(843) 873-5063 / 821-9365
Fax: (843) 851-2110

All Service Coordinators and Supervisors should convey the information below to present staff and to new employees at time of orientation. A copy of this notice should be placed in the front of the Center Policy Manual which is available to all staff.

The following order shall be observed for contacting the person in charge of this Mental Health Center:

1. Deborah S. DiNovo, Executive Director
(O) 727-2000; (Mobile) 607-4686; (H) 762-0661

In her absence, contact in order listed until one of the following is reached:

2. Kirby Bond, Chief of Staff
(O) 727-2000; (Home) 577-0315; (M) 412-2082
3. David Shiel, Director of Adult Services
(O) 727-2000; (H/M) 442-9008
4. Mac Magee, Director of CAF Services
(O) 740-6136; (Pager) 219-2708; (H) 849-8208
5. Dr. Patricia Nnadi, Medical Director
(O) 727-2000; (P) 807-1121; (H) 763-2291
6. Susan Monogan, Director of Quality Assurance/CC Officer
(O) 727-2000; (H) 402-6977; (M) 697-3140

If the person at the top of the list is not present or available, the next person on the list shall be considered in charge in case of emergency.

CC: Geoff Mason, SCDMH
Steve Roberts, SCDMH
Chair, Board of Directors

INCHARGE