

Charleston Dorchester 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 designee.

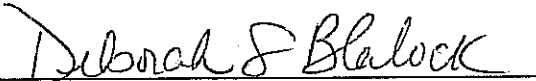
When in doubt about whether the information warrants reporting, go ahead and complete an **Adverse Incident Report Form (SCDMH Form C-174)**. Among those kinds of events to be reported include all accidents involving clients (whether on or off Center property), all accidents involving staff persons while 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, within 24 hours of the event.

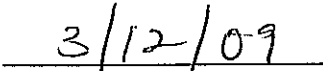
In addition to completing an Adverse Incident Report, all on-the-job accidents and injuries to staff require an **Accident/Injury Report (HRS-016)** be completed or as soon as possible. Forms are available on our website under R2Web Forms, at each service area or from Human Resources. If the accident 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 then is 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. Blalock, M.Ed., LPCS
Executive Director


Date
(Revision of policy dated 04/14/05)

Reporting Major and Urgent Events
Notification Schedule
March 2009

1. Center supervisors or “reports” should call in the following order until one is reached:

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

Office: (843) 852-3633 x122

Mobile: (843) 209-9938

Home: (843) 762-9044

F. Kirby Bond, MHSA, CHE, Chief of Staff

Office: (843) 852-3633 x144

Mobile: (843) 209-3259 or 219-0373

Home: (843) 577-0315 or (843) 553-6820

2. Center Director (or designee) should call:

Geoff Mason, MPA – Deputy Director of Community Care Systems

Office: (803) 898-8348

Mobile: (803) 667-2701

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

Robert Bank, MD

Medical Director/Clinical

Office: (803) 898-4802

Pager: (803) 898-4007

John Magill

SCDMH State Director

Office: (803) 898-8319

Note: Refer to SCDMH Directive No. 740-90, dated May 31, 1990, for procedures describing written Adverse Incident and Accident/Injury Reports.