



Title	Graduate Program Adverse Events Reporting
Date	June 2026
Applies to	<p>Master of Nursing <i>MN – Nurse Practitioner (MN-NP)</i> <i>MN – Leadership in Professional Nursing Practice (MN-LPNP)</i></p> <p>Graduate Diploma <i>Nurse Practitioner – Graduate Diploma Program (NP)</i> <i>Graduate Diploma in Professional Practice, Clinical Leadership and Education</i></p>

Reporting, acting upon, and analyzing factors that contributed to adverse events and near misses is an important component of safe nursing practice (College of Nurses of Ontario, 2018). A clear process for reporting and follow up of an adverse event or injury/incident involving a student that occurs during a clinical learning experience is needed to ensure students, instructors, and preceptors have clarity on managing and reporting events to minimize harm.

All stakeholders involved in clinical experiential learning experiences (including students, agency staff, and faculty members) are responsible for knowing and following the protocols and guidelines surrounding the reporting of adverse events. The School of Nursing Adverse Event Reporting protocol is communicated to preceptors, instructors, and students prior to each academic term. In conjunction with agency staff, students must know the agency-specific protocols and guidelines to follow should an adverse event occur while in placement.

Process

1. The student must report any adverse event or injury/incident to the preceptor immediately.
 - 1.1. Students must notify their instructor as soon as possible.
2. Should a(n):
 - 2.1. If an adverse event occurs, the student should immediately report to the preceptor and other agency staff, provide appropriate patient care, and follow all agency policies and procedures.
 - 2.2. Should a student injury/incident occur, the student should seek first-aid immediately, as necessary, either through the nearest emergency department, or through the agency occupational health department, if applicable.
3. All adverse events and injuries/incidents require reporting according to
 - 3.1. Agency reporting policy; and,
 - 3.1.1. The process may require support from the agency preceptor or staff to access reporting systems.
 - 3.2. School of Nursing.
 - 3.2.1. The instructor responsible for supporting student to report the incident via the following reporting mechanisms:
 - 3.2.1.1. Adverse Events: reported via
https://uwo.eu.qualtrics.com/jfe/form/SV_8wzzh1tYVPIiQaq
 - 3.2.1.2. Injury/incident: reported via
https://www.uwo.ca/fhs/nursing/undergrad/placements/files/student_placement_aiir.pdf
 - 3.2.1.3. Should an incident include both an adverse event (patient related) and a student injury/incident, both forms should be completed.
4. All adverse events and injuries/incidents are reviewed through the following process:
 - 4.1. All event reports will be forwarded to the Faculty Lead/Course Coordinator.
 - 4.1.1. The Course Coordinator and instructor will review, report and engage in immediate follow up as needed.

- 4.1.2 All events and injuries/incidents will be reviewed annually at the Graduate Program Safety Review meeting by all relevant stakeholders in the School of Nursing. These stakeholders include the Faculty Lead/Course Coordinator and Placement Coordinator for the Nurse Practitioner Programs, the Graduate Programs Assistant, the Associate Director Graduate Programs, and the Master of Nursing - Leadership Program Course Coordinator (course specific). Others are to be included as needed.
- 4.1.3 The results of this review will be reported to the Graduate Program Council (GPC) at least annually.
- 4.2.1. All follow up actions will be documented and actioned by the relevant parties.

Definitions:

Adverse event: An event which results in unintended harm to the patient and is related to the care and/or services provided to the patient rather than to the patient’s underlying medical condition” (CPSI, 2008). (e.g., medication errors, patient fall during transfer, etc.)

Injury/Incident: An injury that the student incurs during a clinical learning experience (e.g., musculoskeletal injury to the back or shoulder, body fluid exposure, needle stick injury, fainting).

Clinical Experiential Learning: The use of clinical experiential learning in the context of this policy includes all program activities related to experiential learning, including but not limited to laboratory practice, clinical placements and experiential learning in research, practice and leadership.

<p>Faculty and University/College Policies and Documents</p> <p>Faculty of Health Sciences Policies and Procedures</p> <p>University Policies</p> <p>Senate Policies and Procedures and SGPS Regulations</p> <p>School of Nursing Graduate Policies</p>
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Related Resources and References

Baker, G.R., P.G. Norton, V. Flintoft, R. Blais, A. Brown, J. Cox, E. Etchells, W.A. Ghali, P. Hébert, S.R. Majumdar, M. O'Beirne, L. Palacios-Derflinger, R.J. Reid, S. Sheps and R. Tamblyn. 2004. "The Canadian Adverse Events Study: The Incidence of Adverse Events among Hospital Patients in Canada." *Canadian Medical Association Journal* 170(11): 1678-86.

Neudorf, K., Dyck, N. Darlene Scott, D. and Davidson Dick, D. 2008. Broadening the Patient Safety Agenda Nursing Education: A Catalyst for the Patient Safety Movement *Healthcare Quarterly*, 11(Sp) March 2008: 35-39. doi:10.12927/hcq.2008.19647

College of Nurses of Ontario. (2024). Entry-Level Competencies for Nurse Practitioners. Retrieved from: <https://cno.org/Assets/CNO/Documents/Become-a-Nurse/47010-np-etp-competencies.pdf>

Version	Dated	Approved by GPC	Approved by School Council
1	May 2024	May 10, 2024	June 13, 2024

Version	Revised	Revision approved by GPC	Revision approved by School Council
2	Jan 2026	January 19, 2026	April 16, 2026
3	Jun 2026	June 12, 2026	June 17, 2026