

COLFAX GENERAL LONG TERM CARE

Procedure for Incident Reports Investigation

1. Notification of an incident must be reported to the Charge Nurse, immediately.
2. The Charge Nurse will evaluate the incident & follow appropriate procedure. Taking appropriate steps to protect the individual involved. If a resident is involved, the Charge Nurse will assess the resident for any injury using the appropriate assessment forms and will determine what occurred. This is all in accordance with the Abuse, Neglect, and Misappropriation Policy and training.
3. A New Mexico Department of Health Incident Report will be filled out with findings on incident, witnesses, etc. The report form **MUST BE FILLED OUT BEFORE THE END OF SHIFT** by the person or persons reporting the incident. This must be complete and legible. The Charge Nurse will assist the individual if assistance is required.
4. Any witnesses must fill out a witness form as soon as possible. This must be returned to the Charge Nurse and will be attached to the Incident Report.
5. The Charge Nurse will forward the report to the Director of Nursing (DON) along with documentation. The Charge Nurse will also report any necessary information to the next Charge Nurse at shift change.
6. DON will do a preliminary investigation and proceed in notifying the proper authorities with 24 hours, if needed. If the DON or ADON is not available, the Registered Nurse on duty will proceed with this process.
7. DON, ADON or Registered Nurse will complete the report with findings and recommendations. If this was an abuse, neglect or misappropriation the DON, ADON or RN will contact Human Resources immediately so that the individual involved maybe suspended in accordance with the policy.
8. Incident Report must be forwarded to the Risk Manager. Depending on incident, other parties will be involved in conducting an investigation, interviews, recommendations, and possible corrective action.
9. DON, ADON or RN will notify the Administrator, and any other parties needing to be involved in the incident so follow-ups can be conducted.
10. Report is reviewed by Safety Committee and on a quarterly basis the Quality Committee will review along with the Medical Director.

11. Any findings that must be reported to Boards or Licensure will be completed by the Human Resource Generalist in accordance with CGLTC policy. This will be done in a timely manner and recorded in the appropriate personnel files.
12. All occurrences will be reviewed by the Safety Committee and Quality Committee to determine if procedures or policies must be changed to prevent any future occurrences. This will be addressed by the Administrator, DON and ADON to be certain the changes are made and implemented.
13. Corrective Action taken with employees will be in accordance with the CGLTC policies. These are all reviewed by the Human Resource Manager and Administrator.