

University of Texas Medical Branch Pulmonary Function Clinic Policy 01-08 Occurrence Reporting	Effective Date: Revised Date: Review Date:	Sept 06 Jul 23 Jul 23
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Occurrence Reporting

Audience All personnel in the Pulmonary Function Clinic.

Purpose To provide guidelines to ensure compliance by all laboratory personnel with university policies for occurrence reporting.

Policy The Pulmonary Function Clinic adheres to IHOP Policy 9.13.13, Unusual Event Reporting and IHOP 9.13.16 Sentinel Events. Employees will report all unusual events by using the University reporting tool Patient Event Reporting System - (RLDatix). This real-time, Web-based reporting tool is used to increase awareness of patient, visitor, or employee safety concerns throughout the organization. Information collected is confidential, non-discoverable and blame free. The system may also be accessed by the link under the “Clinical” heading on UTMB intranet home page.

Quality Control problems should be documented according to departmental procedures.

The University defines an unusual event as “an occurrence involving a patient or visitor which is not consistent with the accepted routine Hospital/Clinic operation or the routine care of a particular patient, or whenever there is an unusual or unexpected response by the patient to standard treatment or medical intervention.”

Reporting Sentinel

Sentinel events defined in IHOP Policy 9.13.16 should be reported immediately by staff to Manager or Medical Director who will report event to either Quality Management or Risk Management. Refer to IHOP Policy 9.13.16 for examples of sentinel events and additional guidance. Refer to Policy 01-07 for additional information on event reporting.

References IHOP 9.13.13 Unusual Event Reporting
IHOP 9.13.16 Sentinel Events

This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.

Date	Approved by:	Signature
11/07	V. Cardenas, MD Medical Director Pulmonary Laboratory	
7/09	V. Cardenas, MD Changes to the policy	
7/10	V. Cardenas, MD No changes to the policy	

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- 2/12** **A. Duarte, MD**
Medical Director Pulmonary Function Laboratory
No changes to the policy
- 5/14** **A. Duarte, MD**
Medical Director Pulmonary Function Laboratory
No changes to the policy
- 8/16** **A. Duarte, MD**
Medical Director Pulmonary Function Laboratory
No changes to the policy
- 11/17** **A. Duarte, MD**
Medical Director Pulmonary Function Laboratory
No changes to the policy
- 9/19** **A. Duarte, MD**
Medical Director Pulmonary Function Laboratory
Changes to the policy
- 8/21** **A. Duarte, MD**
Medical Director Pulmonary Function Laboratory
No changes to the policy
- 7/23** **A. Duarte, MD**
Medical Director Pulmonary Function Laboratory
Changes to the policy