Approving University Official(s): Provincial Senate – New Brunswick
Responsible Unit: Office of the Principal & Vice President, Academic NB
Original Effective Date: October 30, 2026
Date of this version: October 30, 2026
Version Code: 1.0

Reporting Incident / Accident Policy

Purpose

This policy establishes a clear and consistent framework for reporting, documenting, communicating, and following up on incidents and accidents at Yorkville University ("Yorkville"). It is intended to minimize harm, support timely response and follow-up, and ensure that students, faculty, staff, instructors, preceptors, and other relevant persons understand their reporting responsibilities in classroom, laboratory, clinical placement, and other University-related settings.

Scope

This policy applies to students, faculty, instructors, staff, preceptors, and other persons participating in Yorkville's nursing program activities where an incident, accident, injury, illness, critical exposure, or other adverse event occurs or is reported. It applies to nursing classrooms and laboratories, simulation environments, clinical placement settings, preceptorships, and other Nursing Program-related environments.

Definitions

***"Adverse Event"* –** An incident, accident, injury, illness, exposure, near miss, or other event that causes or could cause harm to a student, employee, patient/client, visitor, or other person.

***"Critical Exposure"* –** Exposure to blood or body fluids, including exposure occurring in laboratory or clinical settings, that requires immediate reporting and follow-up.

***"Incident/Accident Report Form"* –** The University form used to document reportable incidents, accidents, injuries, illnesses, exposures, and related events.

***"Clinical Placement Site"* –** A healthcare or practice setting in which a Yorkville student completes a clinical placement, practicum, preceptorship, or related experiential learning activity.

Policy Statement

General Reporting Requirements

All adverse events must be reported in accordance with University reporting requirements and, where applicable, the requirements of the clinical placement site or other host organization. Persons involved in an incident must take reasonable steps to address immediate safety concerns and obtain emergency assistance or medical attention where required.

Faculty, students, staff, and other persons to whom this policy applies are responsible for familiarizing themselves with applicable incident/accident reporting protocols and for completing required reports promptly.

The Incident/Accident Report Form must be completed when required by this policy or the applicable reporting procedure. Information must be documented accurately and communicated only to those who require it for response, follow-up, investigation, regulatory reporting, or prevention purposes.

Clinical and Laboratory Incidents

All adverse events occurring in a clinical placement or laboratory setting must be reported immediately to the appropriate Clinical or Laboratory Instructor, Preceptor, and, where applicable, the charge nurse or designated placement-site contact.

Clinical and laboratory incidents must be reported in accordance with both the clinical placement site policy and Yorkville policy using the Incident/Accident Report Form.

Faculty Clinical Instructors and Faculty Lab Instructors must report incidents to the Clinical Placement Coordinator. The Dean must be informed immediately where the incident involves injury, immediate safety risk, or another circumstance requiring urgent escalation. Where the situation is stable and does not require immediate escalation, the Dean must be informed on the first business day.

All clinical and laboratory incidents require appropriate follow-up with the faculty involved to support a safe environment for patients/clients, students, and faculty. Debriefing and reflective practice with the student will occur at an appropriate time with the Faculty Clinical Instructor, Faculty Lab Instructor, Clinical Placement Coordinator, or Dean.

Critical Exposure

A student who experiences a critical exposure involving blood or body fluids must immediately notify the appropriate faculty instructor and follow the Universal Precautions Protocol taught in theory and laboratory instruction.

Students experiencing a critical exposure in a laboratory or clinical setting must report to the nearest Emergency Department within two (2) hours. Additional documentation may be required by the clinical placement facility or other external authority.

Follow-up must occur in accordance with applicable Yorkville and clinical placement facility requirements.

Student Records and Follow-Up

Incidents involving students must be discussed with the student and documented in the student file where required. Follow-up actions must be proportionate to the nature and severity of the event and may include medical follow-up, debriefing, reflective practice, safety planning, corrective action, or other appropriate measures.

Review, Learning, and Communication of Clinical Incidents

Clinical placement incidents will be reviewed to identify lessons, risks, and opportunities for prevention and improvement. Information arising from incident review may be shared for learning and prevention purposes in accordance with the Clinical Incident Review and Dissemination requirements in Addendum 1. Any broader dissemination to faculty or students must be reviewed and approved by the Joint Health and Safety Committee.

Where warranted, the Dean will consult with the designated point person at the clinical placement site regarding further discussion, mitigation, and follow-up.

Employee Injury/Illness and WorkSafeNB Reporting

Where an employee is injured or becomes ill as a result of an incident, Yorkville will complete the applicable employer reporting requirements. This includes maintaining a logbook of injuries requiring first aid and completing the Employer Report of Injury or Illness where the employee requires time away from work or medical treatment beyond first aid.

Yorkville will notify WorkSafeNB within the applicable reporting period when a reportable workplace injury or illness occurs. There is a three-day filing requirement from the date of the accident or injury, diagnosis of illness, or date the employee reports the injury or illness.

WorkSafeNB must be notified immediately where any of the following occur:

- An accidental explosion or exposure to a biological, chemical, or physical agent, whether or not a person is injured.
- A catastrophic event or equipment failure that results, or could have resulted, in an injury.
- Worker admission to a hospital facility as an in-patient.
- Loss of consciousness.
- Burns requiring medical attention beyond first aid treatment.
- Fractures other than fingers or toes.
- Loss of vision in one or both eyes.
- Deep lacerations requiring medical attention beyond first aid treatment.
- Amputations.
- Fatalities.

Emergency and Non-Urgent Injuries or Illnesses

Emergency injuries or illnesses must be reported to the appropriate supervisor or faculty instructor as soon as practicable. The Incident/Accident Report Form must be completed, and medical treatment must be obtained as required. Off-campus incidents must also be managed in accordance with the requirements of the host organization or placement site.

Non-urgent injuries or illnesses must be reported to the appropriate supervisor or instructor as soon as practicable and documented using the Incident/Accident Report Form where applicable. The Dean or other responsible University official must be informed where escalation is required.

Equity, Diversity, Inclusion and Accessibility

The University promotes a respectful, discrimination- and harassment-free learning environment grounded in equity, diversity, and inclusion, with equitable opportunities for individuals from all backgrounds to pursue an education. Equitable access may require different supports for individuals and groups experiencing attitudinal, historical, social, or environmental barriers related

to age, ethnicity, disability, economic status, marital status, family status, Indigenous identity, nationality, race, creed/religion, gender, sexual orientation, gender identity, or gender expression. Accommodations and accessibility supports are provided in accordance with applicable provincial human rights legislation. These supports enable students to demonstrate their knowledge and skills and meet essential program requirements without reducing academic standards or altering those requirements. Students with permanent, episodic, or temporary disabilities and medical conditions may receive individualized accommodations, assistive technologies, barrier-removal supports, and other resources to support course and program completion.

The University also promotes mental health and well-being through free webinars, literature, 24/7 online and telephone mental health resources, a well-being online tool, and confidential counselling for students and their family members through Homewood Health.

The Student Services Department supports students and faculty in developing accessible learning environments and individualized accessibility and accommodation plans that promote academic success.

Related Information

- *NB BScN Joint Health and Safety Committee - Terms of Reference*
- *Incident/Accident Report Form - Nursing*
- *Emergency Response Guide - Nursing*
- *Communication - Clinical Safety Incidents - Nursing*
- *Communication - General Safety Incidents - Nursing*

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Office of the Principal & Vice President, Academic NB
Email: VPANB@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	October 30, 2026	New policy	Provincial Senate – New Brunswick