

Field/Off-Site Incident or Injury Reporting

Instructions:

All field or off-site incidents must be reported immediately (within 24 hours, or as soon as able) to the candidate's Field Supervisor, the Program Coordinator of Clinical Field Experiences, or the Administrator of the Office of Field Placements and Partnerships. When able, please report using the Field/Off-site Incident form. If time is limited, contact the Administrator of the Office of Field Placements and Partnerships.

What is a field/off-site incident?

- A field/off-site incident is when a UW Tacoma student/certification candidate is injured or otherwise impacted by an incident in a field placement or other off-site location. If you witness an incident, please see the Clinical/Field tab for our policy on reporting requirements: <https://www.tacoma.uw.edu/soe/raising-concerns-and-questions>

What do you do if you experience an incident in a field placement or off-site location?

- Candidates should immediately (within 24 hours or as soon as able) report when they are injured or otherwise impacted off-site during field to the candidate's field supervisor, the Clinical Coordinator, and the Administrator of the OFPP.
- Field supervisors who witness or are notified of a field/off-site incident should immediately (within 24 hours) report the incident to the Administrator of the OFPP.

How do you report a field/off-site incident or injury?

- Use the Field/Off-Site Incident reporting form found here: (link when created)
- Follow the instructions provided in this document.
- You may also receive an email from the OFPP with a link to the form and instructions on reporting.
- The link to the incident reporting form and instructions for reporting can also be found in your program handbook.
- Please also see the incident reporting guidelines

What do you do if you need medical/urgent care?

- Resources on safety and seeking emergency/urgent care TBD
 - For immediate medical attention, call 911
 - UWT Student Health <https://www.tacoma.uw.edu/sh>
 - Call the nurse on call number on your insurance card (if you have private health insurance).
 - Take yourself or have someone take you to the nearest urgent care or emergency room.

What happens after you report an incident?

- The Administrator of the OFPP or an approved designee will follow up with relevant district, placement site, UWT offices and personnel for additional reporting as required.
- The Clinical Coordinator for the candidate's certification program will follow up with the candidate regarding return-to-site support and communicate any additional needs or accommodations to the Administrator of OFPP.

What supports are available to candidates who have experienced an incident in the field or off-site?

The following resources are available to all UW Tacoma students:

- UWT Psychological and Wellness Services <https://www.tacoma.uw.edu/paws>
- UWT Disability Resources for Students <https://depts.washington.edu/uwdrs/>