Procedure

1. Students should be informed prior to each clinical/internship enrollment that they must immediately report any adverse event in which they are involved. This should be reported on Adverse Event Report Form (Attachment I) to:
   a. Their on-site clinical/internship supervisor
   b. Their University clinical/internship supervisor

2. The University supervisor must notify the department/program chair and the Dean’s office as soon as they are informed of an adverse event, and furnish copies of the report from the student and the on-site supervisor to the Dean’s office.

3. Upon receipt of any official document notifying them of inclusion in a potential compensable event, the student must furnish a copy to their University supervisor who will in turn furnish a copy to the Dean’s office immediately.

4. In case of a potential compensable event, the Dean’s office will notify the University attorney and the insurance carrier and furnish copies of all documents to both as soon as possible.

5. Copies of all correspondence will be maintained in the insurance file, in the Dean’s office. The Dean’s office will compile all adverse reports and report annually to the College Council.

NOTE: Any copies of accounts related to the adverse event, written statements, etc. which are prepared by the student and the on-site supervisors will be furnished to the Student Liability Insurance Carrier. All of these documents are subject to “discovery” by an injured party’s attorney. This means they are entitled to copies of all these documents, therefore, it is important to include only facts in the documentation.

Reviewer: ___________________________ Date: __________________
Dr. Barbara Sanders, Associate Dean

Approved: ___________________________ Date: __________________
Dr. Ruth B. Welborn, Dean

The Dean’s office will compile all adverse event forms and report annually to the College Council.