


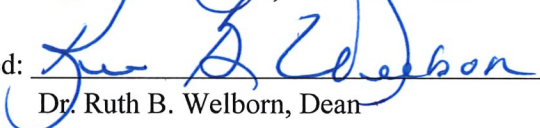
Procedure

1. Students will be informed prior to each clinical/internship enrollment that they must immediately report any adverse event in which they are involved. This will 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 to the chair.
3. If the student receives notice of a potential claim against them, the student shall within 3 days from receipt of such notice, furnish a copy of such notice to their University supervisor who will in turn furnish a copy to the Dean's office immediately.
4. In case of a potential claim against the University, the Dean's office will notify the Texas State University System Office of General Counsel and the insurance carrier, if any, and furnish copies of all documents to both within 3 days.
5. Copies of all correspondence will be maintained in the chair's office.

NOTE: All documents related to the adverse event, such as written statements, emails, photos, etc. which are prepared by the student and the on-site supervisors will be furnished to the Student Liability Insurance Carrier. As documents prepared by students and on-site supervisors may be reviewed by third parties, such as insurance representatives, juries, claimant attorneys, all persons completing such forms should state the facts of an adverse event and not make speculative comments when completing the forms.

Reviewer: 
Dr. Matthew Brooks, Associate Dean

Date: 17 Sep 20

Approved: 
Dr. Ruth B. Welborn, Dean

Date: 9/18/2020