ACCIDENT INVESTIGATION

The goal of an accident investigation is to recognize, gather, and analyze relevant facts that will support a credible conclusion. The following is a sample checklist to assist you with your investigative process. Please review and make changes as appropriate for your facility.

- Immediate care and treatment provided.
- Ensured safety of remaining residents.
- Physician notified.
- Family or responsible party notified.
- Outcome of event/treatment documented.
- Incident report completed.
- Names, addresses, and telephone numbers of witnesses obtained.
- Names and titles of involved staff obtained.
- Determination made regarding further reporting of incident to government agencies and/or law enforcement, as needed.
- Reviewed the following for background information and contributing factors:
  - Medical records
  - Employee files
  - Assignment sheets
  - 24-hour reports
  - Visitor logs
  - Facility policies and procedures
  - Physician logs
- Observation made of resident environment, equipment, and any hazardous substances reviewed for contributing factors.
- Objective facts about the incident documented in the medical record.
- Staff interviewed and statements obtained.
- Witnesses interviewed and statements obtained.
- Reviewed Investigative Protocols in State Operations Manual (SOM), as applicable.
- Root cause analysis complete.
- Investigative file initiated.
- If reported to state regulatory agency, 5-day follow-up made with pertinent copies of report for survey agency.
- Insurance carrier notified per facility policies and procedures.
- Quality Assurance team made needed recommendations and does follow-up auditing, as needed.
- New interventions implemented, staff education completed, and care plans updated.