



## 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.

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This material is for informational purposes only. It is not intended to give specific legal or risk management advice, nor are any suggested checklists or actions plans intended to include or address all possible risk management exposures or solutions.

You are encouraged to consult with your own attorney or other expert consultants for a professional opinion specific to your situation.



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