



Master of Science
Physician Assistant Studies

Incident Report Policy

Responsible Party	Program Director and Principal Faculty
Minimum Review Frequency	Annual
Associated Forms	Student Incident Report
Initial Effective Date	10/29/2018
Last Review Date	10/29/2018
Next Review Date	09/01/2020

Policy

Incidents involving students may occur on or off campus while fulfilling requirements of the physician assistant program. These incidents must be documented for protection and safety of all students, faculty, staff, members of the healthcare team, patients and or patient's caregivers. In the event of any incident where any student (didactic or clinical phase) is harmed in any way, the student must immediately notify the Pfeiffer University MS-PAS program.

If the incident is following the exposure of a student to a blood born pathogen the student should contact the Pfeiffer University MS-PAS Program immediately and adhere to the program's Policy and Guidelines for Exposure to Infectious and Environmental Hazards.

If a student is at a supervised clinical practice experience (SCPE) site they should immediately inform the clinical preceptor and follow the SCPE site protocols for incident reporting. The student must also immediately inform the Pfeiffer University MS-PAS program Director of Clinical Education.

All students must complete the Pfeiffer University MS-PAS Program Student Incident Report (Appendix A) in the event of any incident.



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Appendix A

Student Incident Report Form	
Today's Date:	
Student Name:	
Semester:	
Year:	
Course/Rotation:	
Course Director:	
Instructor:	
Preceptor:	
Student's Academic Advisor:	
Date of Incident:	
Location (address) of Incident:	
Time of Incident:	
Student's Account of Incident:	
Student Signature:	
Date:	
Course Director/Instructor/Preceptor Comments:	
Course Director/Instructor/Preceptor Signature:	
Date:	
Received by:	
Signature:	
Date:	