



The influential voice of Nebraska's hospitals

Sentinel Event Notification Guide

**Hospital staff should refer to their internal policies for hospital specific guidance.

	Signature Completed
<input type="checkbox"/> Upon awareness of unexpected event or occurrence involving serious physical or psychological injury, death or risk thereof, staff are required to report to their immediate supervisor.	
<input type="checkbox"/> Upon awareness of unexpected event or occurrence involving serious physical or psychological injury, death or risk thereof, staff are required to report to the physician responsible for the care of the patient.	
<input type="checkbox"/> Immediate Supervisor will report event to appropriate executive leadership including the CEO and CMO	
<input type="checkbox"/> Communicate to patient and family per hospital protocol. Refer to CANDOR toolkit and resources https://www.ahrq.gov/patient-safety/capacity/candor/index.html	
<input type="checkbox"/> Notify Risk Management/Compliance	
<input type="checkbox"/> Complete Incident Report (Quality Assurance Report) within 24 hours	
<input type="checkbox"/> Review of event completed by Patient Safety Committee	
<input type="checkbox"/> Set up and complete a Root Cause Analysis Contact Nebraska Coalition for Patient Safety for assist if needed. (NCPS will assist all Nebraska Hospitals with this process, no cost to NCPS members) https://www.nepatientsafety.org/	
<input type="checkbox"/> Offer staff access to supportive mental health resources (in-house services, Employee Assistance Program)	
<input type="checkbox"/> Close down patients electronic medical record	
<input type="checkbox"/> Report to immediate regulatory reporting bodies as required, such as: <ul style="list-style-type: none"> <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Occupational Safety & Health Administration (employee death) <input type="checkbox"/> Nuclear Regulatory Commission <input type="checkbox"/> Center for Missing and Exploited Children <input type="checkbox"/> Center of Medicare Services <input type="checkbox"/> State Health Department (abuse) <input type="checkbox"/> Adult Protective Services (abuse) <input type="checkbox"/> Accreditation body (Joint Commission, DNV) if applicable 	
<input type="checkbox"/> Notify Insurance Carrier	
<input type="checkbox"/> Notify Legal Council	
<input type="checkbox"/> Report to Patient Safety Organization NCPS is Nebraska's PSO https://www.nepatientsafety.org/	
<input type="checkbox"/> Manage media notifications	