



Incident Investigation Checklist Assaultive Behavior – Staff to Patient

Actions and guidelines/instruction are only recommendations and may vary depending on the nature of the investigation.

Action	Guidelines / Instructions
Gather initial facts.	<p>Review incident report or peer review form to determine the what, where, and when of the event.</p> <p>If patient harm occurred, determine what actions were taken to prevent further events or harm.</p> <p>If no actions have been taken, alert the risk manager or department manager and sequester equipment and/or supplies as necessary.</p>
Gather staff debriefing/interview results from manager/charge person.	<p>Determine if a staff debriefing or interview was performed by the manager/charge person in the area at the time event occurred.</p> <p>Secure the information under the risk management investigation process.</p>
Plan the investigation process.	<p>Use the clinical investigation checklist as initial guide; also include</p> <ul style="list-style-type: none"> • Nature of the allegation, • Physical and mental status of the patient. <p>Determine if the identity or a description of the alleged perpetrator has been or was established.</p> <p>Identify staff members, other patients, visitors who were in the immediate vicinity of the alleged event.</p>
Perform staff, patient and visitor interviews as necessary.	See incident investigation interview guidelines.
Sequester evidence, equipment and/or supplies involved in incident.	Consult facility chain of custody procedure.
Determine timeliness of patient treatment and documentation.	<p>Was the primary care provider contacted in a timely manner?</p> <p>Was an exam performed by an appropriate care provider in a timely manner?</p> <p>Documentation of the exam is objective, factual and completed in a timely manner?</p> <p>Where photographs taken?</p>
If staff member identified as perpetrator; determine if subsequent actions follow policy and procedure.	<p>Staff member was removed from area?</p> <p>Staff member was notified of patient allegation and interviewed by human resources, department supervisor or other appropriate leadership person?</p> <p>Law enforcement was notified if applicable?</p>
If perpetrator was not identified determine if subsequent actions follow policy and procedure.	<p>A list of all staff on duty at time of alleged event is maintained?</p> <p>Law enforcement was notified if applicable?</p>