



Notification of Faculty of Nursing, Thammasat University

Re: Practice Guideline for Extraordinary Events Because of Student Practice That Warrant Mandatory Reporting

1. Extraordinary Events That Warrant Mandatory Reporting

Extraordinary events because of nursing student practice that warrant mandatory reporting are as follows.

1.1 Practice related to administration of drugs or active substances to service recipients that is considered an error is one of the followings.

- 1.1.1 Wrong type
- 1.1.2 Wrong dosage
- 1.1.3 Wrong route
- 1.1.4 Wrong time
- 1.1.5 Wrong recipient of service
- 1.1.6 No/wrong recording
- 1.1.7 Dose missing

1.2 Nursing practice that is considered an error is one of the followings.

1.2.1 The service recipient under the student's responsibility is harmed despite the harm being preventable via knowledge and abilities

The student:

- 1.2.2 Conducts academically and technically wrong nursing practice
- 1.2.3 Provides nursing care to a wrong recipient of service
- 1.2.4 Conducts nursing practice that deviates from a right treatment plan
- 1.2.5 Does not follow treatment plan

2. Consideration Criteria for Extraordinary Events

Consideration criteria for extraordinary events are based on the following levels of severity and causes of extraordinary events.

2.1 Levels of Severity of Extraordinary Events

2.1.1 A mild extraordinary event is one of the followings.

2.1.1.1 Drug or substance administration that deviates from physician's treatment plan where such drug or substance neither is dangerous nor results in any abnormal changes in the service recipient

2.1.1.2 Nursing practice mistake that does not result in any abnormal changes in the service recipient

2.1.2 A severe extraordinary event is one of the followings:

2.1.2.1 Drug or substance administration that deviates from physician's treatment plan where such drug or substance is not dangerous but results or may result in abnormal change in the service recipient

2.1.2.2 Drug or substance administration that deviates from physician's treatment plan where such drug or substance is dangerous and results or may result in abnormal change in the service recipient

2.1.2.3 Nursing practice mistake that results or may result in abnormal change in the service recipient

2.2 Causes of Extraordinary Events

2.2.1 Act of negligence: any action carelessly taken by student despite sufficient knowledge in the respective matter

2.2.2 Act resulted from the lack of knowledge and the inexperience: any action taken by student without sufficient knowledge and skills in the respective matter

2.2.3 Act resulted from force majeure: any action taken by student who is aware of the fact that it is an error

3. Penalties

Each student who conducts nursing practice in which an extraordinary event occurs will receive one or more punishments as follows.

3.1 Verbal warning

3.2 Preparation of report / warning in writing

3.3 Probation

3.4 Additional practice

3.5 A fail in the respective subject (grading of D)

4. Punishment Ruling

In the punishment ruling, the levels of severity and the causes of extraordinary events shall be taken into consideration as follows.

4.1 In the event of mild extraordinary events, rule as follows.

4.1.1 Each event resulted from force majeure shall receive a verbal warning.

4.1.2 Each event caused by the lack of knowledge and the inexperience shall receive a verbal warning, result in preparation of a report and/or result in additional practice with respect to the insufficient knowledge and/or the inexperience causing the event.

4.1.3 Each event of negligence shall receive a verbal warning, and result in preparation of a report and additional practice.

4.2 In the event of severe extraordinary events, rule as follows.

4.2.1 Each event resulted from force majeure shall receive a verbal warning.

4.2.2 Each event caused by the lack of knowledge and the inexperience shall receive a verbal warning, and lead to preparation of a report, probation and additional practice with respect to the insufficient knowledge and/or the inexperience causing the event.

4.2.3 Each event of negligence shall receive a verbal warning, or lead to preparation of a report, probation, additional practice or a fail in the respective subject.

4.3 Following the ruling in accordance with clause 4.1 or 4.2, the punishment may or may not be reduced in accordance with clause 5.1 or 5.2, as the case may be.

5. Consideration to Reduce a Punishment

The punishment reduction related to extraordinary events shall take students' behaviours into consideration as follows.

5.1 Student's behaviours that should help reduce a punishment:

- 5.1.1 First-time misconduct
- 5.1.2 Prompt reporting of the error to the responsible person
- 5.1.3 Attempt to correct the adverse effect on the service recipient
- 5.1.4 Consistent good behaviours, intention and attention to practice

5.2 Student's behaviours that should not help reduce a punishment:

- 5.2.1 Prior history of misconduct except in the event of force majeure
- 5.2.2 Intention not to report the error to the responsible person
- 5.2.3 No attempts to correct the adverse effect on the service recipient

6. Event Reporting Protocol

6.1 In the event where a practical instructor is present, proceed as follows.

6.1.1 The practical instructor proceeds to correct the event as appropriate and informs the student's advisor of initial details.

6.1.2 The student writes one report of the event per the report form for extraordinary events of the Faculty of Nursing and submits it to the practical instructor as soon as possible or within 24 hours after the event.

6.1.3 The practical instructor completes the section of event-correcting actions and, upon the punishment ruling in accordance with clauses 3.1 - 3.2, informs the student and presents it to the instructor responsible for the subject for acknowledgment promptly within 24 hours after being aware of the matter.

6.1.4 In the event that the instructor responsible for the subject deems that the student should receive one or more punishments in accordance with clauses 3.3 - 3.4, he/she shall notify the subject group head for prompt consideration and order within 24 hours after being aware of the matter, and notify the practical instructor and the student for action, as well as submit one copy of the completed report to the Associate Dean for Academic Affairs for acknowledgment.

6.1.5 In the event that the instructor responsible for the subject deems that the student should be punished in accordance with clause 3.5, he/she shall notify the subject group head for consideration and opinion, and submit one completed report to the Committee on Bachelor of Nursing Science Program via the Associate Dean for Academic Affairs for consideration and initial approval, and to the Faculty Advisory Board for consideration.

6.2 In the event that a ward coordinating instructor / mentor nurse is present:

6.2.1 He/she proceeds to correct the event as appropriate.

6.2.2 The student writes one report of the event per the report form for extraordinary events of the Faculty of Nursing and submits it to the ward coordinating instructor / mentor nurse before the student's practice ends on that day.

6.2.3 The ward coordinating instructor / mentor nurse completes comments on the form as regards the prevention of this event and informs the instructor responsible for the subject promptly within 24 hours. Upon the punishment ruling in accordance with clauses 3.1 - 3.2, he/she shall notify the student for action.

6.2.4 In the event that the instructor responsible for the subject considers that the student should receive one or more punishments in accordance with clauses 3.3 - 3.4, he/she shall notify the subject group head for prompt consideration and order within 24 hours after being aware of the matter, and notify the ward coordinating instructor / mentor nurse and

the student for action, as well as submit one copy of the completed report to the Associate Dean for Academic Affairs for acknowledgment.

6.2.5 In the event that the instructor responsible for the subject deems that the student should be punished in accordance with clause 3.5, he/she shall notify the subject group head for consideration and opinion, and submit one completed report to the Committee on Bachelor of Nursing Science Program via the Associate Dean for Academic Affairs for consideration and initial approval, and to the Faculty Advisory Board for consideration.

7. The consideration for actions related to extraordinary events because of nursing student practice other than the above shall be by the judgements of the Faculty of Nursing Advisory Board.

Notified on 12 November

2018

(Associate Professor Dr Siriporn Khampalikit)

Dean of Faculty of Nursing

Faculty of Nursing, Thammasat University
Report Form for Extraordinary Events

Written at.....

Date:.....

Re:.....

Dear.....,

I,....., student number.....,

a nursing student in the..... year, practising at Ward of..... Hospital on the date
of..... from.....hrs. to.....hrs. with.....

as a practical / ward coordinating instructor, have encountered the following extraordinary event.

Event chronology, cause, service recipient condition, correction and service recipient condition following the correction (in brief):

.....

.....

Analyse the cause and suggest how to prevent potential similar events.

.....

This, therefore, is for your consideration.

Yours faithfully,

(Signed).....

(.....)

Actions

Practical Instructor	Ward Coordinating Instructor / Mentor Nurse
Event correction:	Prevention of potential similar events:
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.....
...
Prevention of potential similar events:	Comments in Punishment Ruling: Nature of severity:
.....
.....
Comments in Punishment Ruling Nature of severity:	...
.....	

..... Cause:..... Punishment:..... Signature of practical instructor (.....) Department of..... Date:.....	Cause:..... Punishment:..... Signature of ward coordinating instructor / mentor nurse (.....) Date:.....
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Opinion of subject coordinating instructor:

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Signature.....

(.....)

Date:.....

Order/opinion of subject group head:

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.....

Signature.....

(.....)

Subject group:.....

Date:.....

Student's Acknowledgment

I,....., acknowledge the above and am willing to comply with the above order.

Signature.....

(.....)

Date:.....