FAMILY PLANNING PROGRAM	SECTION:	Quality Assurance
POLICY AND PROCEDURE MANUAL	SUBJECT:	Incident Report

POLICY: Each delegate agency must report any event and/or happening which is not consistent with the routine operation of the facility or the routine care of a particular client.

PROCEDURE:

1. Any incident or unusual occurrence or a situation which has the potential for harm must be reported.

2. Any incident involving a client, visitor, or volunteer must be reported.

3. The report must be given to the immediate supervisor and/or agency director.

4. The agency director shall review and sign the completed incident report.

5. The ND Family Planning Program director must be notified of the incident and sent a copy of the completed form. The completed form shall be retained on-site by the local agency.

6. The completed form shall be retained in a separate file for seven years unless the incident involves a minor.

7. If the incident involves a minor, the completed form shall be retained until seven years after the client reaches his/her majority.

Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 30, Section 10.4, Quality Assurance and Audit.