



NURSING AND HEALTH SCIENCES - CLINICAL EXPOSURE REPORTING PROCEDURES

1. Student notifies clinical instructor of a possible exposure (injury, finger stick, etc.).
2. Instructor evaluates the exposure (this may require instructor and/or student to travel to meet one another if instructor not at clinical site).
3. Instructor has student go to healthcare office or Emergency Room within 30 minutes for initial treatment (tetanus or other recommendations).
4. Instructor notifies Clinical Program Manager, Tammy Harding 309-370-6776 or College-Wide Dept. Chair, Dr. Karen Spurlock 321-271-6698, if unavailable Dean Beorlegui 321-961-5327.
5. If significant exposure, student recommended to visit [Project Response](#), 747 South Apollo Blvd., Melbourne. Student may contact the Project Response directly at 321-372-5003. Project Response is open Monday through Thursday from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. If the exposure occurs while Project Response is closed, contact the Clinical Program Manager, Tammy Harding 309-370-6776 or College-Wide Dept. Chair, Dr. Karen Spurlock 321-271-6698, if unavailable Dean Beorlegui 321-961-5327. Post-exposure prophylaxis needs to begin within 72 hours of exposure. Student may seek treatment from other medical provider(s) if they desire (subject to #8 below regarding insurance).
6. Instructor helps student complete [Accident Incident Report](#). If student is unable to complete an A/I Report, the instructor is to complete one to the best of their ability on behalf of the student.
7. Have any witnesses prepare a written statement to include with A/I Report, if applicable.
8. In general, students injured while participating in Nursing and Health Sciences clinical training experiences are covered under the [Education/Training Student Accident Insurance program](#) arranged through the [Florida College System Risk Management Consortium](#).

IMPORTANT:

- The Education/Training Student Accident program provides “excess” coverage, meaning any other insurance coverage available to the student is primary, including any health insurance. If the student does not have health insurance, then the Education/Training Student Accident insurance would be primary.
- **If the student has health insurance**, the student should seek treatment under their health insurance. In this situation, the Education/Training Student Accident insurance would only cover out-of-pocket expenses or other things not covered by the student’s health insurance.
- **If the student does not have health insurance**, the Education/Training Student Accident insurance would act as primary, and the student may seek treatment from any recognized medical provider, subject to the program’s maximum benefit limits. The student should give the provider a copy of the [Certificate of Insurance/Summary of Coverage](#). In this situation, the student may be required to pay the provider out-of-pocket and then seek reimbursement under the Education/Training Student Accident insurance.
- In order to make a claim for benefits under the Education/Training Student Accident program, the student must complete and return the [Education/Training Student Accident Claim Form](#) within 30 days of the incident. If student is unable to complete Education/Training Student Accident Claim Form, the instructor is to complete one to the best of their ability on behalf of the student.

Last Reviewed: October 2021

9. If the injury is the result of the acts or omissions of another student or faculty member participating in the clinical training experience, an [Allied Health Professional Liability Insurance Form](#) should also be completed and returned along with the Accident Incident Report Form and the Education/Training Student Accident Claim Form.
10. Instructor provides completed forms and witness statements (if any) to the following ASAP:
 - **Risk Management** - Dr. Mike Richey, Melbourne Campus, Building 10, Room 205A, (321) 433-5559, richeym@easternflorida.edu (e-mail is preferred).
 - **Risk Management** – Lisa Ginn, Melbourne Campus, Building 8, Room 314, (321) 433-7380, ginnl@easternflorida.edu (e-mail is preferred).
 - **Security** – Lt. Rob Delaune, Melbourne Campus, Building 1, Room 125, (321) 433-5445, delaulner@easternflorida.edu (e-mail is preferred).