

	<b>STARBRIDGE POLICIES &amp; PROCEDURES MANUAL</b>
SECTION:	<b>Injuries of Unknown Origin (Incident Management)</b>
SITE(S) / PROGRAM(S):	All Sites/Programs Certified or Funded by OPWDD
President/CEO Approval:	Date Approved: 5/22/2024
Board of Directors Approval: (Meeting Minutes)	Date Approved: 5/22/2024
Date(s) Revised:	

Starbridge will assure that all injuries of unknown origin/source are reported immediately to the Residential Manager/Residential Services Director.

The Residential Manager shall ensure that all Internal Events which contain information about an injury of unknown origin and any of its possible source are investigated, and that the investigation findings are reported to the Residential Services Director within three (3) days.

An injury of unknown origin is classified as an Internal Event if no more than First Aid is required. If treatment beyond First Aid is required, then the injury of unknown origin is a Minor Notable Occurrence and the OPWDD 147 reporting procedure is to be followed.

**PROCEDURES TO FOLLOW WHEN REPORTING, COMPLETING,  
AND MONITORING AN INJURY OF UNKNOWN ORIGIN**

**STAFF RESPONSIBLE**

**PROCEDURES**

Staff Present

1. Assures for the safety of the individual and tends to the injury, including, if appropriate, calling 911.
2. Immediately notifies the RN of the injury. Documents notification and recommendations for follow up in the individual's medical progress notes.
3. Completes a Body Check form documenting the appearance (size, color, length, etc.) and location of the injury.
4. Completes an Internal Event form including the RN notification and recommendations and attaches the body check form.

Residential  
Manager/Designee

1. Reviews Internal Event and completes or ensures it is accurately completed, including all appropriate

**STAFF RESPONSIBLE**

**PROCEDURES**

	notifications.
	2. In conjunction with the RN, investigates potential causes of the injury. Documents this investigation on the form.
RN	1. If appropriate, examines the individual. Reviews the medical progress note ensuring that recommendations have been followed.
	2. Reviews and adds any additional recommendations or findings of the investigation on the Internal Event form.
Residential Manager	1. Submits the Internal Event form with all appropriate documentation to the Residential Services Director.
Residential Services Director	1. Reviews Internal Event ensuring that investigative steps have been taken to determine a potential cause for the injury. Adds any additional recommendations to prevent a reoccurrence, further monitoring steps, and follow up steps. Adds their name and date to the form to demonstrate their review of the Internal Event.
	2. Emails the Internal Event to the Quality Improvement team member within <u>two business days</u> .
Quality Improvement Liaison / Quality Improvement Director	1. If necessary, upgrades to an Incident on a 147 form. **This can occur at any time during the review process.
	2. Reviews the Internal Event form to ensure that an investigation has been completed. If additional follow-up / clarification is needed, documents this and forwards to the Residential Manager, RN, and Residential Services Director.
	3. Presents Internal Event to the Incident Review Committee at the next scheduled meeting.
	4. On an annual basis, prepares Internal Event trend including Injury Cause Unknown.
	5. Forwards trend report to the Incident Review Committee Chairperson to present at the IRC Annual Trend meeting.