

Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: Nursing	SUBJECT: Resident Incident Report	SECTION: R
DATE: September 2004	Administrator: <u>J. M.!</u>	POLICY: 6
REVISION DATE:	Director of Care: <u>Cheryl Alieck</u>	

RESIDENT INCIDENT REPORT

INSTRUCTIONS:

- The Resident Incident Report is to be completed by the Registered Staff before the completion of the designated shift.
- In the case of serious injury or a lost resident, the DOC and Administrator are to be notified immediately regardless of time of day.
- The completed form will be reviewed and signed by the DOC as well as the Administrator. The Home Physician will review the signed Resident Incident Report.
- All incident reports are reviewed monthly by the LMH Leadership Team with the formulation of appropriate action plans.