

STUDENT INJURY CHECKLIST (revised 2/10/24)

	Responsible Party	What to do?	When?
	Student	Report incident to clinical supervisor	Immediately following accident/incident.
	Clinical Supervisor	Notify Program Director or Clinical Coordinator or other designated program official.	Immediately following accident/incident.
	Clinical Supervisor	In the event of an injury from a contaminated sharp, notify patient's physician and request HIV testing. A special, separate patient consent form for testing and release of test results must be obtained in order for testing to be performed. Patients must receive pre- and post-test counseling from the patient's medical provider (see individual medical facility guidelines to determine the appropriate individual). NOTE: If the patient refuses to grant consent, HIV testing can not and will not be performed. In this case, the contamination will be treated as if the patient is positive for HIV, and the appropriate protocol will be enacted.	Immediately following accident/incident.
	Program Director or Clinical Coordinator	Contact injured student and have them go directly to the Dean of Health Professions office. If the incident occurred on a weekend then contact the dean directly on their cell phone.	Immediately following accident/incident.
	Dean's office personnel	Complete the following forms with the input of the injured student: • Student Information Sheet with Lab Protocols and AC counseling Services Information • Care Express Locations and Hours Information Sheet • Care Express Authorization Form • Texas Department of Health (TDH) form • Hartford Claim form	Immediately following accident/incident.
	Injured Student	Within 24 hours of the incident the student need to take the following forms and report to one of the Care Express locations that are listed with hours of operation on the Info sheet. • Care Express Authorization Form • Hartford Claim form Student needs to return to Care Express at all the suggested follow up visit for comprehensive care.	Immediately following accident/incident.