Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0902 (SS) Subject: Investigative Agent/Nursing Consultation

Effective Date: 08/09/2021 Last Revision:

Superintendent, WCBDD

Person Responsible: Director of Service and Support Administration

Purpose: To collaborate with WCBDD Investigative Agents, providing nursing recommendations and subsequent follow-up to support the health and safety of Individuals served as well as identifying Provider specific and systemic training topics.

The consultation will be for an MUI incident listed in the below categories. Consultation categories-

Approvals/Date:

1. Unanticipated Medical Hospitalization

- 2. Medical Emergencies
 - Life-saving emergency medical interventions utilized such as Heimlich Maneuver, Epi-pen, CPR, Hydration IV's

Date

- Significant Injury resulting in:
 - Concussion
 - Bone Fractures
 - Dislocations
 - Second/third degree burns
 - Casting/immobilization
 - 5 or more sutures
- 4. Non-suspicious death or non-accidental death of an Individual served
- 1. IA will include WCB RN in initial MUI notification email when an MUI fits into one of the above categories.
- 2. The assigned Investigative Agent (IA) will gather necessary medical information such as discharge summaries, nursing notes, etc. from appropriate sources as well as any other necessary documentation and provide this pertinent medical information to the WCBDD consulting Registered Nurse (RN) (see #4 details for sharing information).
- 3. The IA will send an email to the RN indicating that needed information to review has been added to SharePoint.
- 4. All documents from the IA and RN created through this process will be available on SharePoint with a permission granted access only. This is to maintain confidential information such as Protected Health Information.
- 5. The WCBDD RN will review and analyze the information supplied by the IA and provide written feedback/report utilizing the Nursing IA Consultation form, see attached. The RN will send an email to the IA indicating the Nursing IA Consultation form is completed and in SharePoint to review. Information to be included in this form:
 - a. Name, Date of birth, Diagnosis, Allergies
 - b. Date of consultation
 - c. Reason for Consultation
 - d. Documents reviewed such as IA packet of information, Individual Service Plan (ISP), etc.
 - e. Health Maintenance Summary: review of ongoing medical treatment to include follow-up medical instructions from health care provider
 - f. Prevention Recommendations: WCBDD RN will provide recommendations to address health and safety issues surrounding the incident under investigation, which may include such tasks as retraining, reviewing appropriate procedures with provider staff, caregivers, parents and guardians.
- 6. The RN will complete the Nursing IA Consultation form within 5 business days of receiving an email from IA that needed information is in SharePoint for review.
- 7. The IA reviews the Nursing IA Consultation form and incorporates pertinent information into their report and continues the investigative processes per their protocols to finalization.
- 8. The final MUI summary will be added to SharePoint.
- 9. If the initial incident becomes an allegation of abuse, neglect, or other category, the RN will immediately contact the IA to report concerns. The RN may be requested to provide technical assistance visits to the Provider, Individual, parent or quardian as follow-up on all instructions and recommendations related to the incident.

Forms: 03-ALL-ALL-1027

tr\procedure\ss0902