

Nursing Department Occurrence Report

Please fill out this form for documentation of student occurrences.

A. Student Information (Please Print)

Name _____ *** COD ID _____

Student email _____

Program BNA___ ADN___ Course _____

Lead Faculty _____ Advisor _____

B. Initiator Information (Please Print)

Name _____

Date of Incident _____ Course _____

Situation (Please describe the incident in detail including location and all persons involved.)

Summary of Behaviors (Please summarize behaviors and include the related code) CODE _____

Student Response (Please indicate the possible cause for this concern and any other comments.)

Actions or Remediation (Include plans for correction of these issues as identified by the student.) Additional comment by initiator

Initiator's Signature _____ Date _____

Student Signature _____ Date _____

Student signature indicates the student has read this report.

Instructions

1. Please fill out this form and return a paper copy to the Nursing/HLTHS Administrative Assistant.
2. Indications for use of this form include; Student interaction, planned or impromptu, demonstrating behaviors contrary to student code of conduct and others listed in the student handbook, including evaluations, and policies for skills, lab, simulation hospital, classroom policies, hospital policies, syllabus policies, administrative policies.
3. Please correlate behaviors indicated on the front of this sheet with the codes listed here. The code should be included in the "Summary of Behavior" section.

Occurrence Coding

Code of Conduct (COC) (Student Handbook)	COC-P Plagiarism	COC-B Behavior	COC-A Academic Dishonesty
Clinical, Classroom, Skill Lab and Sim Hosp policies (CCSS)	CCSS-A Attendance	CCSS-C Conferences	CCSS-G Grade < 77.9%
	CCSS-T Testing	CCSS-E Ethical and professional standards	CCSS-D Dress code
	CCSS-P Promotion	CCSS-U "U" clinical day prep, meds, skills, general preparedness	CCSS-S Suspension
	CCSS-E Exit		
Clinical Evaluation (EO#)	EO # _____ Evaluation outcome #		
Administrative (A) Issues r/t administrative interactions	A describe		
Other (O)	O describe		

4. Please make every attempt to work with the student to develop a plan of action.
5. The Administrative Assistant will:
 - a. Scan and upload to the Nursing Department Portal under Private Documents, organized A-Z by student last name, in a folder.
 - b. Email a copy to the student's:
 - i. Faculty advisor
 - ii. Clinical instructor
 - iii. Instructor of record (lecture instructor)
 - iv. Student
 - v. Program Support Specialist