



INCIDENTS AT WORKPLACE ENVIRONMENT

It is the policy of Therapist 24/7 that all incidents be reported immediately to the facility supervisor and to Therapist 24/7. You may do so by calling Therapist 24/7, 24 hours a day, 7 days a week @ 1 (866) 687-7376. You may also fill out an incident report on our website www.therapist247.com Clients Page/ Incident Report.

Incidents that need to be reported to the agency include:

1. All Injuries: needle sticks, falls, ingestion of chemicals, chemical spills, physical altercations, and anything resulting (but not limited to) the need for medical attention.
2. Incidents: Professional conflicts, verbal altercations with physicians, coworkers, patients, visitors, or supervisors. Therapist 24/7 Employees should always follow the hospital procedures to resolve conflict utilizing the hospital chain of command. Regardless of the outcome any incident should still be reported to Therapist 24/7.
3. Conflicts or concerns while on the job. If there is a conflict in which the agency employee reports that he or she cannot perform the duties asked of them because the assignment exceeds their area of expertise they are encouraged to:
 - a. Calmly inform the supervisor and explain why they feel the assignment is inappropriate and respectfully request to be reassigned. Please call the agency and ask to speak with the Therapist Director to assist in resolving the problem. Agency Personnel are instructed to remain at the facility until the agency is contacted and the matter is either resolved or a replacement is sent.
 - b. You may call the agency at 1-866-687-7376, 24 hours a day 7 days a week and speak to someone regarding your concerns. The agency will either connect you directly with the Therapist Director or will take a message and the Therapist Director will get back to the facility shortly.

Agency Employees are instructed to NEVER walk off an assignment and to NEVER refuse an assignment. They may, however, respectfully express that they would like to be reassigned. As agency Therapist they are aware that they are there to assist the hospital with their staffing needs to the best of their capabilities. Whenever possible they should accommodate the hospital's requests. Agency employees are also aware that the hospital has the right to float them to an area **within** their expertise.

Thank you for your time and consideration.

Best Regards

Marion M McLean RN BSN CNO