

## Origami Risk - VUSN Incident Reporting

VANDERBILT UNIVERSITY

### Report a New Incident

Please indicate what was involved in this incident:

Are you reporting an injury or illness of a person? \*

Was property damaged?

Did something else happen?

Use "Report Other Occurrence" To Report:

- Environmental Events
- Network Security Events
- Safety & Security Concerns
- Complaints & Misconduct Events
- Any Other Event Not Otherwise Listed

Report Other Occurrence

The reporting system is used to report any risk, professional liability or safety occurrence, observed by or involving a Vanderbilt University School of Nursing student, staff, or faculty member. Any type of incident may be reported including but not limited to risk management issues such as clinical related occurrences, student injury or near miss when in a clinical setting, bullying, incivility, and discrimination. There are other VUSN and VU resources available to resolve concerns related to programs of study and courses. Additional resources are listed in the *VUSN Student Handbook* section entitled VUSN: Academic Policies.

All reports entered into Origami Risk will be reviewed within a 48-hour period by VU risk management personnel and certain reports will trigger notification to additional departments, for example, Student Access Services, Equal Opportunity and Access, or Title IX. An aggregate report of VUSN incidents will be provided to Dean Pamela Jeffries.

It is important that all students, staff, and faculty feel safe reporting any incident they desire without fearing retribution. It is the goal of the university to encourage reporting to best respond to perceived and actual risk occurrences. The VU Risk Management Office is available by emailing [riskandinsurance@vanderbilt.edu](mailto:riskandinsurance@vanderbilt.edu) or should you have any immediate questions, [contact us](https://www.vanderbilt.edu/riskmanagement/PhoneList.php). (<https://www.vanderbilt.edu/riskmanagement/PhoneList.php>)

### TO ENTER THE ORIGAMI RISK SYSTEM—

- Go to <https://www.vanderbilt.edu/riskmanagement/> and click on “Report a University Occurrence” on the right Quick Links.
- The system does not require sign in.
- Any anonymous report may limit the ability for follow up if additional information is needed.

### TO COMPLETE A VUSN INCIDENT

- From the Welcome Page, select “Submit a New Incident.” The first incident page will ask a series of questions designed to direct you to the appropriate type of report.
- If reporting an adverse occurrence or outcome in a clinical setting (patient), if there was an injury, select **yes** “Are you reporting an injury or illness...” and follow the prompts for selecting Employee or Non-Employee.
- If the reporter (student) experienced an injury or exposure in a clinical setting, select “yes” for injury. Faculty and Staff of VU will report work related injury (worker’s compensation) by selecting the checkbox “yes” for VU employee injury.
- On the Injury incident detail page, under “Specific Incident Type,” there is an option to select “**VUSN Incident.**” And in the injury type, multiple options including – *Maternal/Childbirth* (where applicable)
- If reporting an incident involving no bodily injury risk, select “No” and then select “YES” for “Did something else happen.” This will show the “other” incident type and then select the box.

Please enter a complete description of the event. This helps the Risk Management team assess and respond.