# HEPDAK Standard 6 – Risk Management

MUĞLA SITKI KOÇMAN UNIVERSITY

FACULTY OF HEALTH SCIENCES

DEPARTMENT OF NURSING

## Procedures and Principles Regarding Risks that May Be Encountered by Faculty Members and Students in Practice Areas and Actions to Be Taken

### 1. PURPOSE

To define the procedures and principles regarding the risks that faculty members and students of the Department of Nursing at Muğla Sıtkı Koçman University Faculty of Health Sciences may encounter during clinical and laboratory practices, and what actions to take in such situations.

### 2. SCOPE

This procedure covers all required applications and actions to be taken by faculty members and students in the Department of Nursing regarding potential risks in clinical and laboratory practice areas.

### 3. RESPONSIBLE PARTIES

Faculty members and students of the Department of Nursing at Muğla Sıtkı Koçman University Faculty of Health Sciences are responsible for the implementation of this procedure.

### 4. PROCEDURES AND PRINCIPLES REGARDING RISKS AND ACTIONS IN PRACTICE AREAS

A Workplace Health and Safety Committee has been established by the Department of Nursing to define potential risks and develop appropriate procedures and instructions for faculty members and students in practice areas.  
  
Committee Members:  
- Dr. Lecturer Çiğdem BİLGE AYDIN  
- Lecturer Zeliha OLGAÇ  
- Lecturer Selda CERİM  
  
The committee identified potential risks and developed related procedures and instructions.

### 5. POTENTIAL RISKS IN PRACTICE AREAS AND RELATED PROCEDURES & INSTRUCTIONS

All students must be educated on potential risks and related procedures prior to clinical/field practices. Attendance must be recorded.

#### 1. Medical Waste Accidents (Sharp/Needlestick Injuries)

* Examples: Glass cuts, needle sticks, scalpel or scissor injuries.
* Precautions must be taken and regulated according to Procedure No: 21543644.FR.001, Article 6.11.
* Notify the responsible clinical instructor, clinical nurse supervisor, Faculty Dean's Office, and Department Chair.
* Wash the injured area immediately with soap and water. Do not squeeze, suck, or attempt to bleed the area.
* Fill out the Incident Report Form and submit it to the Occupational Health and Safety Unit within 24 hours.
* Responsible Persons/Units:
* - Responsible Clinical Instructor
* - Clinical Nurse Supervisor
* - Faculty of Health Sciences Dean's Office
* - Muğla Training and Research Hospital Occupational Health and Safety Unit
* - Relevant units of the Ministry of Health

#### 2. Exposure to Blood and Body Fluids

* Includes contact with blood, CSF, saliva, pleural fluid, semen, vaginal secretions, etc.
* Notify the responsible clinical instructor, nurse supervisor, Faculty Dean, and Department Chair.
* Wash mucous membranes (eyes, mouth, skin) with plenty of water immediately.
* Do not rub or force bleeding from exposed wounds.
* Fill out the Ministry of Health's Exposure Report Form and submit within 24 hours.
* Responsible Persons/Units:
* - Responsible Clinical Instructor
* - Clinical Nurse Supervisor
* - Faculty of Health Sciences Dean's Office
* - Nursing Department Chair
* - Occupational Health and Safety Unit
* - Ministry of Health Units

#### 3. Infections

* Includes bacterial (e.g., Tuberculosis, Meningococcal Meningitis, GI infections, Legionnaires' disease, Diphtheria, Pertussis) and viral infections (e.g., Hepatitis B, Hepatitis C, Measles, Rubella, Mumps, Varicella Zoster, Herpes, HIV/AIDS).
* Transmission routes: contact, respiratory, droplet.
* Notify responsible instructor, clinical nurse supervisor, Dean's Office, and Department Chair.
* In case of contact with infected blood or body fluid:
* - Skin contact: Wash immediately with soap and water.
* - Mouth: Rinse thoroughly with water. Do not swallow.
* - Eyes: Flush with plenty of water immediately.
* - Minor cuts: Wash gently with soap and water, apply antiseptic. Do not press or bleed the wound.
* Fill out the Incident Report Form and submit within 24 hours to the Occupational Health and Safety Unit.
* Responsible Persons/Units:
* - Responsible Clinical Instructor
* - Clinical Nurse Supervisor
* - Faculty of Health Sciences Dean's Office
* - Nursing Department Chair
* - Muğla Training and Research Hospital Occupational Health and Safety Unit
* - Relevant Ministry of Health Units

#### 4. Falls

* Includes incidents caused by tripping, fainting, or slipping.
* Notify responsible instructor, clinical nurse supervisor, Dean's Office, and Department Chair.
* Do not move the individual until evaluated by a physician or nurse.
* If injury prevents movement, medical intervention must be provided at the scene.
* If safe to move, transfer to bed or stretcher with assistance.
* Complete an Incident Report Form and submit it within 24 hours.
* Responsible Persons/Units:
* - Responsible Clinical Instructor
* - Clinical Nurse Supervisor
* - Faculty of Health Sciences Dean's Office
* - Nursing Department Chair
* - Muğla Training and Research Hospital Occupational Health and Safety Unit
* - Relevant Ministry of Health Units

#### 5. Radiation

* Includes exposure to radioactive substances, ionizing and non-ionizing radiation.
* Notify responsible instructor, clinical nurse supervisor, Dean's Office, and Department Chair.
* Avoid unnecessary proximity to radiation sources.
* In case of contamination, remove clothing, store safely, and take a cold shower.
* Symptoms like headache, blurred vision, palpitations, burning or itching eyes, hearing loss, fatigue should be reported to a physician.
* Complete and submit an Incident Report Form to the Occupational Health and Safety Unit.
* Responsible Persons/Units:
* - Responsible Clinical Instructor
* - Clinical Nurse Supervisor
* - Faculty of Health Sciences Dean's Office
* - Nursing Department Chair
* - Muğla Training and Research Hospital Occupational Health and Safety Unit
* - Relevant Ministry of Health Units

#### 6. Chemical Agents (Allergic Reactions)

* Examples: Antiseptics, hand soaps, disinfectants, latex, cytotoxic agents, and sterilizing agents (ethylene oxide, glutaraldehyde, formaldehyde).
* Notify responsible instructor, clinical nurse supervisor, and Department Chair.
* If the chemical contacts the eyes, rinse thoroughly with water.
* If skin is exposed, wash the area with water.
* Assess the area for signs of redness, irritation, allergy, burns, and refer to emergency care if needed.
* Do not cover the exposed area.
* Complete and submit an Incident Report Form to the Occupational Health and Safety Unit.
* Responsible Persons/Units:
* - Responsible Clinical Instructor
* - Clinical Nurse Supervisor
* - Faculty of Health Sciences Dean's Office
* - Nursing Department Chair
* - Muğla Training and Research Hospital Occupational Health and Safety Unit
* - Relevant Ministry of Health Units

#### 7. Violence

* Includes all forms of assault and harassment.
* Notify responsible instructor, clinical nurse supervisor, Dean's Office, and Department Chair.
* Guidelines for managing the perpetrator:
* - Remain calm but assertive.
* - Set boundaries clearly and calmly.
* - Avoid insulting or aggressive behavior.
* - Do not yell or issue commands or threats.
* - Maintain safe physical distance and stay alert.
* - Listen attentively and watch body language.
* - Separate the aggressor from others.
* - Call '1111' and request a 'Code White' emergency response.
* - Complete an Incident Report Form and submit it.
* - Record date, time, place, actions taken, injuries, identities if known, and any weapons.
* - Do not touch any weapons—secure them through security.
* - Ensure medical evaluation and documentation of affected person.
* - If negligence is suspected, report to the Ministry of Health by calling '113' immediately.
* Responsible Persons/Units:
* - Responsible Clinical Instructor
* - Clinical Nurse Supervisor
* - Faculty of Health Sciences Dean's Office
* - Nursing Department Chair
* - Muğla Training and Research Hospital Occupational Health and Safety Unit
* - Relevant Ministry of Health Units