

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE – JACKSONVILLE
Resident Manual**

INCIDENT REPORTING

When a visitor is injured or involved in an incident while inside or on the grounds of SHANDS JACKSONVILLE, the individual witnessing or receiving the report of the incident should report the matter to his/her immediate supervisor. The staff member witnessing the event or the physician is to insure that a Shands Jacksonville Medical Center (SJMC) online occurrence report is completed. The visitor involved should be offered the opportunity to be taken to the ED for examination and, if necessary, treatment.