

## What should I do if...

### **A student experiences a needle stick or bodily fluid exposure while in my clinic?**

See needle stick information below.

### **A student has an injury while on rotation in my clinic?**

- Assess urgency of treatment and if emergent, seek emergency care and closest ER.
- If non-emergent, student to seek out treatment at a CU Designated Medical Provider location (students can find this information on the CHA/PA Clinical website) or on the link: <https://www.cu.edu/risk/dmp>
  - Please do not see the student as a patient.
  - Remind the student to contact the clinical team to report this injury.

### **I have concerns about a student's performance or professionalism while on rotation?**

Contact the CHA/PA Clinical team immediately at [Clinical-Team@ucdenver.edu](mailto:Clinical-Team@ucdenver.edu), or Roberta Knott at [Roberta.Knott@cuanschutz.edu](mailto:Roberta.Knott@cuanschutz.edu) or 303-724-7288 (or cell 720-272-5557).

### **I can't remember my log-in for the evaluation system (Typhon) to complete the student's evaluation?**

Contact the Clinical Services Coordinator, Miguel Perez Portillo at 303-724-1336 or [miguel.perezportillo@cuanschutz.edu](mailto:miguel.perezportillo@cuanschutz.edu).

### **The student didn't contact me prior to the start of the rotation & I need to notify them of a change in time, location, preceptor, etc.?**

Contact the CHA/PA Clinical team immediately at [Clinical-Team@ucdenver.edu](mailto:Clinical-Team@ucdenver.edu) or Miguel Perez Portillo at 303-724-1336.

### **I have questions about the objectives for the rotation?**

Please refer to Preceptor Orientation Handbook for specific objectives by level of education and rotation type or contact [Roberta.Knott@cuanschutz.edu](mailto:Roberta.Knott@cuanschutz.edu).

# University of Colorado Employee Needlestick or Body Fluid Exposure Incident Reporting Process

- 1) Visit University Risk Management Workers Compensation website:  
[www.cu.edu/risk/services/workers-compensation](http://www.cu.edu/risk/services/workers-compensation)
- 2) Choose “**Incident Procedure**”
- 3) Choose “**Needlestick or Body Fluid Exposure Report Form.**”
- 4) Fill out the Exposure Report Form as completely as possible to assist with proper claimant identification and billing. The form **MUST** include:
  - Name
  - Address
  - Contact Phone Number(s)
  - Email Address
  - Source Patient Name and MRN (if known)
- 5) Employee treatment/post-exposure lab work can be completed at any DMP location. Select a location that is most convenient for you.
  - Designated Medical Providers Locations: <https://www.cu.edu/risk/dmp>
- 6) Once your Exposure Report Form is received by the URM Claims office, a member of the team will contact you with the next steps; respond as soon as possible.
- 7) For any additional information or questions, please contact University Risk Management at 303-860-5682 or email [URM@cu.edu](mailto:URM@cu.edu)