

## Veritas - VUSN Incident Reporting



The VUSN Incidents form is used to report any 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, 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 Veritas will be reviewed within a 48 hour period by VU risk management personnel and will notify the appropriate departments for example the Student Access Services, Equal Employment Opportunity Office or Project Safe. An aggregate report of VUSN incidents will be provided to Dean Linda Norman.

It is important that all students, staff and faculty feel safe reporting any incident they desire without fearing retribution. The VU Risk Management Office is available at 615-322-5155 should you have any questions.

### TO ENTER THE VERITAS SYSTEM—

- Go to <https://www.vanderbilt.edu/riskmanagement/> and click on “VERITAS Occurrence Reporting and First Report of Work Injury” on the right side.
- You can sign in with your VUNetID and e-password or you can sign in anonymously. (Note: you must be connected to the VU network either onsite or via VPN.)
- If you do not have VPN go to the following link for set-up instructions.  
<https://nursing.vanderbilt.edu/knowledge-base/kb/vpn/>

### TO COMPLETE THE VUSN INCIDENTS FORM—

- Click on the VUSN Incidents Icon and fill in the form. All items with a green asterisk (\*) are mandatory fields.

### PLEASE NOTE THE FOLLOWING:

- In the *Organization* drop-down box, choose “Vanderbilt University” (**even if the incident occurred at a VUMC location**).

- In the ***Site Where Incident Occurred*** drop-down box, choose one of the following:

“University Campus (Non-Medical Center)”	Use for incidents occurring on the University campus
“Offsite”	Use for incidents occurring at non-VU or non-VUMC-related locations
“Offsite (CHOOSE ONLY IF YOU ARE A VUSN STUDENT)”	(FOR STUDENTS ONLY) Use for incidents occurring at VUMC or medical facilities outside of VUMC

- The ***Department Where Incident Occurred*** refers to the location of the incident.

NOTE: If you choose “Offsite (CHOOSE ONLY IF YOU ARE A VUSN STUDENT)” for the site, you will be able to narrow down the location to either VUH, VCH, VPH, “other VUMC sites,” or “outside of VUMC.”

- Even though not marked as mandatory, please fill in the Brief Factual Description box to provide us as much information as possible.