

Workplace Violence Check List

The Workplace Violence Prevention team has assembled a checklist for Workplace Violence events to ensure that these incidents are swiftly and properly addressed. Please use this document to help guide you through the process.

First step is to always render the scene safe. Call for Security or UC Davis Police Department if their assistance is needed.

Pre-Incident	
<input type="checkbox"/>	Upon patient escalation, staff should create distance between the patient and potentially retreat.
<input type="checkbox"/>	Can BEST be utilized to de-escalate the situation?
<input type="checkbox"/>	Is Police and/or Security intervention necessary (i.e. is a deadly weapon involved, is someone being held against their will, has a crime been or likely to be committed, threats of violence)?
<input type="checkbox"/>	Can the Planned Patient Violent Encounter (PPVE) technique be used?
<input type="checkbox"/>	If you have questions about escalated patients or visitors, please refer to Policy 4067 .

Incident	
<input type="checkbox"/>	Are the employees safe and isolated from the threat?
<input type="checkbox"/>	Did any employee sustain an injury from the incident? If yes, follow Policy 2942 . <ul style="list-style-type: none"> • If an injury did occur, complete the Worker’s Compensation paperwork. This can be done online by the employee or by their supervisor.
<input type="checkbox"/>	Does the employee need to be seen in the ED for immediate treatment? <ul style="list-style-type: none"> • Utilize Employee Health for less serious injuries (do not refer to their PCP).
<input type="checkbox"/>	Immediate Notifications (where applicable) <ul style="list-style-type: none"> • Vocera Nursing Supervisor • Notify UCDDP/PSOs • Nurse Manager • Primary Care Team • MHW Manager/ANII • Lift Team Manager
<input type="checkbox"/>	As soon as safe to do so: <ul style="list-style-type: none"> • Conduct a room sweep (remove items that can be used as improvised weapons, such as scissors, bottles, personal water bottles, etc...) • Conduct a property inventory/sweep • Post an FYI sign (Moderate or High per policy) visibly on the patient’s door. • Enter an FYI in Epic for violence (Policy 2319) • Nursing focus note in Epic • If applicable, dietary tray order in Epic (when patient exhibits violent behavior or has thrown objects) • Complete an Incident report in RLDatix using the Safety/Security/WPV Icon (blue shield) • Provide the employee with support resources, including ASAP and Support U information. (Note: The Workplace Violence Prevention Website can be used as a one stop shop for contact information for these resources. Find this information in the ‘Partners’ section.) <ul style="list-style-type: none"> ○ Affected employees will also receive an email from the WPVP Team with resources.
<input type="checkbox"/>	The Charge Nurse or Nurse Manager must complete the Violent Incident Debriefing. This is required by law and must include all involved employees. The Violent Incident Debriefing form is imbedded into the RLDatix incident report and can be completed prior to the submission of the incident report to the Workplace Violence Prevention Team. If it is not completed, the Charge Nurse or Nurse Manager will be tasked through RLDatix to complete the form. <ul style="list-style-type: none"> • Per policy, this must be completed within 72-hours of the incident.

If you have any questions, feel free to email us at WorkplaceViolencePrevention@ucdavis.edu