

Field/Off-Site Incident or Injury Reporting Policy
Updated: February 2026

All field or off-site incidents must be reported immediately (within 24 hours, or as soon as possible) to the candidate's Field Supervisor, the Program Coordinator of Clinical Field Experiences, or the Administrator of the Office of Field Placements and Partnerships. When able, please report using the Field/Off-site Incident form below. If time is limited, contact the Administrator of the Office of Field Placements and Partnerships (OFP&P).

What is a field/off-site incident?

A field/off-site incident is when a UW Tacoma student/certification candidate is injured or otherwise impacted by an incident in a field placement or other off-site location. If you witness an incident, please see the Clinical/Field tab for our policy on reporting requirements: <https://www.tacoma.uw.edu/soe/raising-concerns-and-questions>

What do you do if you experience an incident in a field placement or off-site location?

- Candidates should immediately (within 24 hours or as soon as able) report when they are injured or otherwise impacted off-site during field to the candidate's field supervisor, the Clinical Coordinator, and the Administrator of the OFP&P.
- Field supervisors who witness or are notified of a field/off-site incident should immediately (within 24 hours) report the incident to the Administrator of the OFP&P.

How do you report a field/off-site incident or injury?

- Use the Field/Off-Site Incident reporting form here: <https://www.tacoma.uw.edu/soe/field/site-incident-reporting> (you may also contact your field supervisor or Administrator of the OFP&P with questions).

What do you do if you need medical/urgent care?

- For immediate medical attention, call 911.
- If you have health insurance, call the number on the back of your card.
- Take yourself or have someone take you to the nearest urgent care or emergency room.

What happens after you report an incident?

- The Administrator of the OFP&P, or an approved designee, will follow up with the relevant district, placement site, UW Tacoma offices, and personnel to ensure additional reporting as required.
- The Clinical Coordinator for the candidate's certification program will follow up with the candidate regarding return-to-site support and communicate any additional needs or accommodations to the Administrator of OFP&P.

What resources are available to candidates who have experienced an incident in the field or off-site?

The following are the primary resources:

- **UW Tacoma Student Health:** <https://www.tacoma.uw.edu/sh>
- **UW Tacoma Psychological and Wellness Services:** <https://www.tacoma.uw.edu/paws>
- **UW Tacoma Disability Resources for Students:** <https://depts.washington.edu/uwdr/>