

Workplace Violence, After Care Checklist

Employee:

Name _____

1. Notify Charge Nurse
2. Call Nurse Care Line:
3. Fill out Employee Injury Report Form

Charge Nurse:

- Employee Called Care Line
- Employee completed Injury Report Form
- Supervisor & Manager Notified (email if no injury, phone call if injury)
- Security Notified
- Debriefing Held (victim, witnesses, other involved staff)
- Follow up Packet Given
- Peer Advocate Called

Once the above steps have been completed please put form in mailbox of (ED Supervisor)

Supervisor/Manager:

- Employee Health Notified
- Employee Contacted within 48 hours
- Employee Contacted at 2 weeks
- Employee Contacted at 60 days