

Workplace Violence Collaborative

Data Dictionary

(In order of appearance in incident log)

Incident Number: This should be a unique identifier created by the user

Facility: Name of the facility where the incident occurred. If the facility is part of a system, include the system and facility name e.g., *ABC hospital System: Z hospital.*

Incident Date: Date of the incident in MM/DD/YYYY

Incident Time: Time of the incident in AM/PM

Unit/Dept Type: This is a list of unit type codes which will be used to best describe the unit where the incident occurred. If the incident did not occur on a specific unit (e.g. in the parking lot, cafeteria, or main lobby), please select "not applicable". The full list can be found in the Appendix.

Location Code (drop down): This is a finite list of location codes to describe the type of area where the incident occurred. The full list can be found in the Appendix.

Position Code (drop down): This is a finite list of position codes to describe the general job title/group of the individual employee involved in the incident. If more than one employee was involved in the incident, please complete multiple entries. The full list can be found in the Appendix.

Category of Workplace Violence (drop down): This category describes the assailant and their relationship with the other person(s) involved. The full list and definition can be found in the Appendix.

Type of Workplace Violence: This category describes the type of violence perpetrated by the assailant. An "other" category is available. The full list can be found in the Appendix.

Person who Committed the Violence (drop down): This list is describing the person who committed the violence based on common types found in healthcare. An "other" category is available. The full list can be found in the Appendix.

Parties Injured During Incident (drop down): This list describes the individual(s) who were injured during the violent incident. This includes an option for "none" if the incident was strictly verbal in nature.

OSHA Recordable (Y/N/Unk): OSHA recordable incidents are work-related injuries, illnesses, and fatalities that must be recorded by employers according to [OSHA recordkeeping standard - 29 CFR 1904.4 - 1904.8](#)

Insurance Carrier Notified (drop down): This identifies if an insurance carrier (excluding health insurance) was notified, and which one will help us determine the severity of the incident. The full list can be found in Appendix.

Estimated Total Incurred Cost: While we understand that not all claims will be settled within the same year that they are reported, we would like to collect an estimated total incurred cost. This will help use identify severity and provide an estimated cost associated with these incidents.

Severity: This finite list of codes will be used to identify how severe the injury is. The full list can be found in the Appendix.

Restricted Days (if employee injured): Include the total number of calendar days an injured employee was on restrictions and unable to work their full duty job as a result of this incident. This is the same number attributed to this case on your OSHA Log for this event.

Lost Work Days (if employee injured): Include the total number of calendar days an injured employee was out of work as a result of this incident. This is the same number attributed to this case on your OSHA Log for this event.

EAP/Supportive Resources Provided to Employees Involved (Y/N/Unk): Indicate if the employee was contacted by or put in touch with EAP or other support services.

Contributing Factors (drop down): Select the primary contributing factor that led to the individual acting out. The full list can be found in the Appendix.

Known History of Violence by Assailant (Y/N/Unk): Indicate if the assailant was known to be violent either based on information provided at handoff to your facility (from EMS, police, nursing home, etc.), history intake, and/or previous behavior at your facility.

Assailant Restrained (drop down): Select the appropriate type of restraint. If patient was not restrained prior to the incident, select "none". The full list of options is in the Appendix.

Was the Incident Diffused (Y/N/Unk): Indicate if the incident reached a level of diffusion where the assailant was back in control of themselves and able to receive and understand instructions / directions.

Were Restraints Deployed Due to Incident (Y/N/Unk): Following the incident, indicate if restraints (of any type) were deployed. If the patient had already had restraints prior to the incident, indicate if different restraints were deployed as a result of the incident

Were any of the Following Contacted as a Result of this Incident: This short list will let us know who was contacted because of the incident to assist with de-escalation. The full list can be found in the Appendix.

After the Incident, the Assailant: (drop down): Identifies if the assailant remained on site or if they were removed from the facility because of the incident. For the full list, see the Appendix.

Charges Filed (Y/N/Unk): Indicate if charges were filed against the assailant as the result of the incident. This may include charges like assault and battery, disorderly conduct, trespass, etc.

After Action Review of Incident Completed (Y/N/Unk): Indicate if a review of the incident was conducted to include all individuals who were involved and responded, for the purpose of identifying trends in behavior and response and determining methods to improve.

APPENDIX: LIST OF CODES

UNIT/DEPT TYPE

Cancer Center	Long-Term Intensive Care Units (LTAC)	Palliative or Hospice Care	Radiology
Cardiac/Coronary Care Unit (CCU)	Medical Intensive Care Unit (MICU)	Pediatric Intensive Care Unit (PICU)	Rehab-drug/alcohol abuse
Dialysis	Medical-Surgical Services Unit	Pharmacy	Rehab-mental/physical
Emergency Room/ Dept	Neonatal Intensive Care Unit (NICU)	Physician Office	Step-Down Unit
General Acute Care Floor	Neurological Intensive Care Unit (Neuro ICU)	Post-Anesthesia Care Unit (PACU)	Trauma Intensive Care Unit (TICU)
Intensive Care Unit (ICU)	Oncology	Pre-Op	Urgent Care Center
Labor & Delivery/ Postpartum	Operating Room	Progressive Care Unit (PCU)	Other
Laboratory	Orthopedic Center	Psychiatric Unit - Inpatient	Not Applicable

LOCATION CODES

Cafeteria/ Restaurant	Entry Way/ Doorway	Mechanical/ Server Room or Closet	Parking Lot/ Garage	Retail Store
Central Sterile/ Central Processing	Exam Room	Medication Room	Parking Lot/ Garage - Fleet/Co. Owned	Staff Locker Room/Bathroom/ Shower Area
Classroom/Mtg. Room	Hallway	Morgue	Patient Room/Patient Bathroom	Staff Lounge/ Kitchenette
Common Room/ Lobby Area	Health/ Wellness Center (Gym)	Nursery/NICU	Pharmacy	Stairs-External
Construction Area	Kitchen	Nurses Station	Pre-Op Room	Stairs-Internal
Cubicle/Office/ Desk Area	Lab	Offsite-Home Office	Procedure Room	Storage Room (Closed/Linen Area)
Diagnostic Room/ Area	Laundry	Offsite-Other	Public Bathroom	Unable to Determine
Elevator	Library	Offsite-Patient Home	Ramp-External	Waiting Room/ Area
Emergency Room	Loading dock	Operating Room	Ramp-Internal	Warehouse
Employee Health Clinic	Maintenance/ Engineering Services Area	Outside Walkway/ Grounds	Recovery Room	

POSITION CODES

Accounting/ Finance	Emergency Medical Technician	Medical Assistant	Perfusionist	Risk Manager
Acupuncturist	Employee Health	Medical Coding/Billing	Pharmacist	Security/Police
Administrator/ Asst Admin	Engineer	Medical Scientist	Pharmacy Technician	Sitter/ Companion
Admissions Staff	ER Tech	Medical Student	Phlebotomist	Social Worker
Anesthesia Technician	General Office Staff	Mental Health Worker	Physical Therapist	Speech Therapist
Attorney/Legal Staff	Grounds Keeper	Monitor Technician	Physician (All Other)	Surgical Technician
Beautician	Housekeeping	Nurse Anesthetist	Physician Assistant	Switchboard/ Dispatch
Biomedical Engineer	Interpreter	Nurse Assistant/Aide	Physician-Fellow	Technician (All Other)
Central Sterile/ Processing Technician	IT Staff	Nurse Midwife	Physician- Resident	Therapist (All Other)
Chaplain	Laboratory Assistant	Nurse Practitioner (NP)	Podiatrist	Training & Education Staff
Chiropractor	Laboratory Technician	Nursing Staff (All Other)	Psychologist	Unit/Ward Secretary
Claims Coordinator	Laundry	Nursing Student	Purchasing Staff	Unknown
Dentist/Oral Surgeon	Librarian/ Storekeeper/ Cashier	Nursing Supervisor/ Clinical Coordinator	Radiation Therapist	Volunteer
Dietary/Kitchen	Licensed Practical Nurse (LPN)	Occupational Therapist	Recreational Instructor	X-Ray/ Diagnostic Assistant
Dietitian/ Nutritionist	Licensed Vocational Nurse	Optometrist	Registered Care Technician	X-Ray/ Diagnostic Technician
Director/Board Member	Maintenance	Orderly/Patient Transporter	Registered Nurse	
Driver- Nonmedical Transport	Material Management Staff	Paramedic	Respiratory therapist	

CATEGORY OF WORKPLACE VIOLENCE

- Type 1: Criminal Intent - The offender does not have a legitimate business relationship with the workplace and usually enters the workplace to commit theft or another criminal act.
- Type 2: Customer/Client/Visitor/Family Member/Patient - The offender is the customer or client of the workplace or of the victim. The offender can be a current or former customer, patient, passenger, suspect, or prisoner.
- Type 3: Worker-on-Worker - The offender has had some sort of employment in the workplace. This would include contractors, travelers, and volunteers.
- Type 4: Personal Relationship - The offender has had or is in a personal relationship with an employee in a workplace. Usually, the offender is not an employee at that workplace.

TYPES OF WORKPLACE VIOLENCE

- Non-Physical Aggression: This would include bullying, intimidation, sabotage, and verbal threats
- Sexual harassment: Behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances.
- Physical Violence: This would include physical altercations with individuals including throwing items at another person.
- Other: To be used if the 3 types above do not fully encompass the behavior.

PERSON COMMITTING VIOLENCE

- Pediatric Patient: Any patient under the age of 18 regardless of what unit that patient is assigned to.
- Adult Patient: Any patient age 18-64
- Geriatric Patient: Any patient at age 65 or older
- Staff Member: Employee, volunteer, or contractor with the hospital
- Stranger: Person with no known relationship to patient or employees
- Supervisor/Manager: Someone in a management position
- Patient Family Member: This would include a parent, child, spouse, or other family member of a patient who is in the hospital.
- Employee Family Member: This would include a parent, child, spouse, or other family member of the primary employee to which the act of violence is intended.
- Other: To be used if the types above do not fully define the person.

PARTIES INJURED

- Employee: This would include employees, volunteers, and contractors.
- Multiple Employees: This would be chosen if multiple employees, volunteers, and contractors were injured
- Patient: The person seeking/getting treatment
- Family/Visitor of Patient: Other individuals in the location who are accompanying and/or visiting with a patient
- Other Bystander: Anyone else in the area
- None

INSURANCE CARRIER NOTIFIED

Worker's Compensation	General Liability	None
Professional Liability	Other	

SEVERITY

- Negligible: No physical injury or a minor physical injury that is addressed through first aid measures only.
- Minor: Physical injury, and medical treatment beyond first aid, but no lost time or restrictions provided.
- Major: Physical injury with medical treatment beyond first aid, restrictions provided and/or lost time less than 7 days.
- Severe: Physical injury with medical treatment beyond first aid and lost time of greater than 7 days.
- Death: Physical injury resulting in death.

CONTRIBUTING FACTORS

Intoxication	Dissatisfied with care/waiting time	Medical condition/ medical state related
Grief reaction	Dissatisfied with waiting time	Behavioral health
Gang related	Pharmaceutical related	Other

ASSAILANT RESTRAINED

None	4-Point	Chemical
2-Point	Vest	Other

LIST WHO CONTACTED AS A RESULT OF INCIDENT

Security	Both
Police	None

ASSAILANT STATUS FOLLOWING INCIDENT

Stayed on premises	Left premises on their own
Escorted off premises	Other