**Name of Policy:** Critical Incident Debriefing  
**Policy Number:** 3364-100-50-34  
**Department:** Hospital Administration  
**Approving Officer:** Chief Executive Officer - UTMC  
**Responsible Agent:** Chief Medical Officer  
**Scope:** The University of Toledo Medical Center  

**Effective Date:** 7/1/2020  
**Initial Effective Date:** October 9, 2001  

(A) **Policy Statement**

It is the policy of the University of Toledo Medical Center (“UTMC”) to have a formal mechanism for debriefing available to staff and others involved in Sentinel Events and other such incidents.

(B) **Purpose of Policy**

To provide a mechanism that allows staff the ability to access appropriate services in order to debrief a critical incident.

(C) **Procedure**

1. Contact Pastoral Care at Ext. 3851. If after hours or no answer, contact the UTMC operator to page Chaplain on call.
2. If additional support is needed, contact the Psychiatry Consult Service through the hospital operators.
3. Additional resources may be accessed through Human Resources/EAP by calling 419-530-4747.

(D) **Definitions**

A critical incident is defined as:

- An extraordinary event, circumstances or series of events which are outside the range of ordinary human experience.
- An overwhelming, powerful and generally disruptive event to individuals.

Examples: death (close family member, patient), sentinel events, lay offs.

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**Approved by:**

/s/ Richard P. Swaine, CPA  
Chief Executive Officer - UTMC  
07/01/2020  

**Review/Revision Date:**

1/31/05  
3/3/2008  
2/23/2011  
2/1/2014  
7/1/2017  
7/1/2020  

**Next Review Date:** 7/1/2023  

**Policies Superseded by This Policy:** 7-50-34 - Critical Incident Debriefing