Safe Student Reports (SSR) Study
Faculty and Student Guidance

In 2013, NCSBN awarded a Center for Regulatory Excellence (CRE) grant to two researchers, Jane Barnsteiner, PhD, RN, FAAN, and Joann Disch, PhD, RN FAAN, who developed an innovative reporting and tracking tool for nursing student errors and near misses, called Safe Student Reports (SSR). The tool was created for the purpose of developing a just culture, where the student and faculty member can anonymously report an error or near miss without fear of retribution. This will foster dialogue about student errors and near misses so that root causes are identified, and quality improvement is fostered. The study is about learning from, not counting, errors.

Now, NCSBN has acquired the database and made it available to schools of nursing free of charge through participation in an IRB-approved research study. With the SSR tool, nursing programs can input student error/near miss data, create reports, and compare their data against aggregated national data. Currently in its pilot year, the aim of the study is to obtain baseline, aggregate data in order to develop methods to reduce or prevent student errors and near misses. NCSBN researchers will analyze, and report in the aggregate, the extent and types of errors so that educators and nursing programs can learn from each other and potentially change the system.

For the purposes of this study, NCSBN has obtained a Certificate of Confidentiality (CoC) from the National Institutes of Health (NIH), which means the data collected during this study cannot be disclosed to anyone who is not connected with the research. The reported data is protected and not discoverable in a court of law. Only the participant's program will have the ability to see its own data, and only the national aggregate data will be reported by NCSBN to participating programs. For more information on CoCs, please visit the NIH webpage on Certificates of Confidentiality.

National aggregate data reports will be released twice yearly, in June and December. We released the first aggregate data report in December 2018.

How to Access and Use the SSR Tool

1. After the nursing program has received their secure login information (provided by NCSBN), NCSBN will schedule a brief training conference call to introduce the program's representative(s) to the tool.

2. To access the SSR website, faculty/program representative will visit: www.safestudentreports.com. The faculty/program representative will log into the website using his/her program's secure login information.

3. Once the faculty/program representative has logged in, he/she will be presented with the Study Participant Information Sheet, which explains the purpose of the research study, as well as information about the CoC. The nursing program should ensure that the nursing student is provided a copy of the Study Participant Information sheet prior to collecting data about the occurrence.

4. At this point, the faculty/program representative has the option to print out hard copies of the occurrence worksheet with the 'Obtain a worksheet' hyperlink beneath the Study Participant Information Sheet. Note: Printed copies are not required, but can be useful for both reference and also for the ability to record occurrences immediately after they happen. The information can then be submitted electronically via the SSR website at a later time. Definitions of errors and near misses are provided on the occurrence worksheet, as well.

5. After reviewing the information sheet, the faculty/program representative can choose to continue to the survey and enter the data. All fields require a response except for several optional text boxes, which are marked as optional. At the point of electronic data entry, the program should have already confirmed that the student received/reviewed the Study Participant Information Sheet unless the student is sitting with the faculty member at the time of electronic data entry.

6. After entering the data, the faculty/program representative will need to click on the "I agree to the terms of the Study Participant Information Sheet" box to confirm he/she has reviewed the information and that the nursing student has been provided a copy of the information sheet prior to being able to submit the data. Consent is required to proceed.

7. After the faculty/program representative has successfully submitted the data, a thank you message will appear. Beneath the message, there will be a prompt to either submit another new occurrence or create a report.

8. Each nursing program has the ability to review a summary or detailed report of errors from their program, which will be presented in a Microsoft Excel spreadsheet. Only data from that program will show, as no data from other programs/schools can be viewed.

Conferences Calls and Other Resources

Additionally, NCSBN conducts networking conference calls with participating nursing programs. These are for the purposes of learning from each other: providing feedback, sharing tips and experiences, and discussing the tool. The calls will be held quarterly. Participants can access recordings of previous conference calls on the NCSBN SSR webpage, under the 'Related Calls' section.

The SSR webpage also includes other helpful resources, such as SSR FAQs, the study proposal, study applications, and journal articles on both the reporting tool and creating a just culture in nursing programs.

Please contact us at ssr@ncsbn.org with any questions or feedback regarding the tool.