Safety Net Guide

- UPHS uses Safety Net (SN) to collect information regarding patient safety issues including instances of unprofessional behavior.
- Starting in January 2017, medical students can also use SN to report professionalism issues.

FYI
- Students can choose to report issues anonymously or they may identify themselves.
- Anonymous reports will be analyzed to look for trends.
- Reports in which the student has identified themselves will be investigated by the Associate Dean for Student Affairs.
- Students who have identified themselves will be contacted within 48 hours by a member of the Student Affairs Office to discuss the incident and to possibly begin a formal investigation according to the Safe and Healthy Learning Environment policy: http://www.med.upenn.edu/student/safe_environ.html
Where can I find the link to SN?

SN can be found on the UPHS main intranet site.

http://uphsnet.uphs.upenn.edu/home/ (Can be accessed outside UPHS via VPN)
The reporter will log onto the system and by default will be presented with the Icon Wall. The reporter will select the Professional Behavior icon (located in the bottom left corner) by double-clicking on the icon.

There a lot of choices on SN. Which one do I use?
Students may submit an incident anonymously (via Submit Anonymously) or they may identify themselves as the reporter (via Submit as Myself).
The reporter will be presented with a blank Professional Behavior form. The form will display all available fields. The form options will change based on the Reporter Role selected. Medical students should choose the option that best matches their current status.

**NOTE:** the language regarding HARM SCORES should be ignored in this form.
The Reporter Role dropdown list displays the medical student options.
Once a medical student Reporter Role option is selected the specific event types are now made available for the student.
The medical student has to select the **Discipline** in which the event occurred according to the available options in the dropdown list.
The medical student will scroll down and see the available remaining options. The fields with the green asterisks are mandatory fields.
Select **Type of Person Affected if Other than Self** from the dropdown list.
The medical student will select the **location of the event** from the dropdown list.
Select the **Role of the Person** from the dropdown list.

Complete the optional fields and then click the green **Submit** button in the lower right hand corner.
How will I know my submission was received?

Students who identify themselves as the reporter will receive an email thanking them for their submission. The email will go to the student’s UPHS mail address.

Those students will also be contacted by someone in the Student Affairs Office within 48 hours.

Students who submit anonymously will not be contacted.

Questions? Please contact me, delaneya@upenn.edu

This document may be accessed at any time on the General Academic Curriculum Contents page on Canvas:
https://canvas.upenn.edu/courses/1287762/files/folder/Student%20Affairs/Safety%20Net%20Guide