

Patient Survey Data Collection Process Checklist

SURVEY PREPARATION

UNIT CLERK, PROJECT MANAGER, NURSING ASSISTANT, VOLUNTEER, PATIENT ADVOCATE, IN-HOUSE PRINT SHOP, ADMIN ASSISTANT

- PRINT OR COPY SURVEYS ONE DAY PER WEEK
- PLACE IN (NUMBERED) ENVELOPES
- LOAD IN DESIGNATED PLACE FOR DISTRIBUTION
- GATHER COMPLETED SURVEYS FROM COLLECTION SITES AND PREP FOR DATA ENTRY

SURVEY DISTRIBUTION

LEADERSHIP - MANAGERS, DIRECTORS, CNO, PERINATAL NURSE SPECIALIST, PATIENT EXPERIENCE DIRECTOR, SITE PI

- DISTRIBUTE SURVEYS WHILE ROUNDING ON ELIGIBLE PATIENTS POST-BIRTH.
 - DESIGNATE A DAILY TIME FOR ROUNDING, CAN ASSIGN A DIFFERENT LEADER DAILY
- SHIFT LEADS, CHARGE NURSES, LABOR NURSES, PHYSICIANS, MIDWIVES, CHAMPIONS**
- IDENTIFY A CARE CONSTANT POST-BIRTH (ROLE DEPENDENT) TO INTRODUCE SURVEY TO PATIENTS AND FAMILIES. INCLUDE SCRIPTING

**DOUBLE LAYERED APPROACH*

SURVEY COLLECTION

NURSE TECHS, NURSING ASSISTANTS, SHIFT LEADS, POSTPARTUM NURSES

- REMIND PATIENTS ABOUT SURVEY IN CONJUNCTION WITH A CARE CONSTANT, COLLECT IF COMPLETED

NURSE MANAGERS, PATIENT EXPERIENCE DIRECTOR, SITE PI, CNS, EDUCATOR, SAFETY OFFICER

- COLLECT SURVEYS WHILE ROUNDING ON ELIGIBLE PATIENTS POST-BIRTH

**DOUBLE LAYERED APPROACH*

DATA ENTRY INTO QUALTRICS

TEAMBIRTH IMPLEMENTATION TEAM

- DESIGNATE TIME 1X/WEEK FOR DATA ENTRY - CAN ASSIGN A DIFFERENT LEADER WEEKLY
- REPORT WEEKLY OR MONTHLY LIVE BIRTH VOLUMES TO GENERATE RESPONSE RATES

SHARING SURVEY RESULTS WITH CLINICAL TEAMS

TEAMBIRTH IMPLEMENTATION TEAM

- PROVIDE FEEDBACK TO STAFF AND PROVIDERS ON THE UNIT (~EVERY MONTH)

SURVEY ELIGIBILITY:

- LIVE BIRTH
- AGE 15 AND OVER