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

**SURVEY COLLECTION**
- **NURSE TECHS, NURSING ASSISTANTS, SHIFT LEADS, POSTPARTUM NURSES**
  - Remind Patients About Survey in Conjunction With a Care Constant, Collect If Completed

**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

*DOUBLE LAYERED APPROACH*