

Worksheets

Survey Inventory Worksheet

Facility Name: _____ Date: _____

<u>Column 1</u> Short Title of the Survey	<u>Column 2</u> Target group for the survey	<u>Column 3</u> Is this survey a: <ul style="list-style-type: none"> • Commercial Survey (CS)? • Internal (<i>ad hoc</i>) Survey (IS)? 	<u>Column 4</u> Frequency of distribution <ul style="list-style-type: none"> • A one-time survey (OTS) • A repeat survey? (RS) 	<u>Column 5</u> What method is used to collect the survey responses (e.g., mailed, telephone, handout, interview)	<u>Column 6</u> How many individual questions are on this survey?	<u>Column 7</u> How do you intend to use the survey results
		CS IS	OTS RS			
		CS IS	OTS RS			
		CS IS	OTS RS			
		CS IS	OTS RS			
		CS IS	OTS RS			

		CS IS	OTS RS			
		CS IS	OTS RS			

Exhibit 4-3 Organizing your measures worksheet

Topic for Improvement: _____				
Location: (e.g., department, unit or ward) _____				
Concept	Potential Indicators	Outcome	Process	Balancing

Team name and topic of interest: _____

Date: _____ Contact person: _____ Email _____

1. What is the overall AIM of this improvement initiative?
(How good do you want to be? By when do you expect to achieve the outcome?)

2. What is the NAME of this SPECIFIC INDICATOR? (e.g., the number of x-ray exams performed, the percentage of x-ray reports that could not be found, the medication error rate or the days between a patient fall).

3. What TYPE OF INDICATOR is this?
____ Outcome ____ Process ____ Balancing

4. What is the OPERATIONAL DEFINITION for this indicator?
Define the specific components of this indicator. Specify the numerator and denominator if it is a percentage or a rate. If it is an average, identify the calculation for deriving the average. Include any special equipment needed to capture the data. If it is a score (such as a patient satisfaction score) describe how the score is derived. When an indicator reflects concepts such as accuracy, complete, timely, or an error, describe the criteria to be used to determine “accuracy.”

5. What is your DATA COLLECTION PLAN?
 - How frequently will the data be collected?

Every Patient Hourly Daily Weekly Monthly Other (please specify)

- What are the data sources to be used for this indicator (be specific)?

- What is to be included or excluded (e.g., only inpatients are to be included in this measure or only stat lab requests should be tracked).

- How will these data be collected?
 Manually From a logbook From an automated system

- Who will be responsible for the actual collection of the data?

- Will you use stratification? If “Yes” specify the stratification levels you will use.

- Will you employ sampling? If “Yes” specify your sampling strategy you plan to use.

6. Do you have BASELINE DATA for this indicator? ___ Yes ___ No ___ Unknown

- What is the actual baseline number? _____
- What time period was used to collect the baseline? _____

7. Are there TARGET OR GOALS for this indicator?

Internal target(s) or goal(s)? ___ Yes ___ No ___ Unknown

If “yes” please list the actual internal target or goal (e.g., the number, rate, or volume, etc., as well as the source of the target/goal)

External target(s) or goal(s)? ___ Yes ___ No ___ Unknown

If “yes” please list the actual internal target or goal (e.g., the number, rate, or volume, etc., as well as the source of the target/goal)
