



STEP - BY - STEP GUIDE

PREPARATION...

1. Register audit with hospital audit department
2. Get access to handheld electronic device (iPad, etc)
3. Get wifi password or check 3G/4G on postnatal ward
4. Choose dates (2 days, at least 3 days apart): ___/___/___
___/___/___

ON THE DAY...

- We need to survey all eligible women (aged 18+) present on the postnatal ward during the day (24 hours).
- We suggest you start at 8am and survey all women present on the ward at that point (this will capture all women who have been on the ward overnight since 8pm or admitted during the night).
- Then continue to check the ward through the day for new admissions up until 8pm.
- Exclusion criteria are recorded on the first page of the survey so these women must still be documented along with the reason for exclusion.

RUNNING THE SURVEY WITH A PATIENT...

1. Hand patient info leaflet to patient and explain survey.
2. Load the survey onto your handheld device (<http://bit.ly/2pogrHt>)
3. Complete first page of survey yourself →

a) If woman is not completing survey, select why, then move on to the next patient.

b) If woman will complete survey, hand iPad to her to complete the rest herself.

4. Once survey is completed, enter the url again (<http://bit.ly/2pogrHt>) to re-load a new blank survey and repeat process with the next patient.

FINALLY...

Complete the one-off departmental survey (<https://www.surveymonkey.co.uk/r/2C7BTX5>)

- Any problems on the day – email rebeccabrinkler@gmail.com or call 07786731684 •



FAQs

The hospital doesn't have wifi.

If your tablet device doesn't have 3G/4G there are a few options:

Tether your tablet to your smartphone (uses your phone as the wifi provider).

Here's a guide to doing this with an iPhone: <http://www.techadvisor.co.uk/how-to/mobile-phone/how-use-iphone-as-wi-fi-hotspot-3441165/>

Here's a guide to doing this with an android phone: <http://www.techadvisor.co.uk/how-to/mobile-phone/how-use-android-phone-as-wi-fi-hotspot-3279408/>

Or

Use a smartphone instead, a tablet is preferable as patients are more inclined to take it and answer the questions themselves so this would be a last resort if tethering isn't possible.

There's no wifi and no 3G/4G coverage on the post-natal ward.

In this situation you'll have to give the women paper surveys to complete and then enter them into the SurveyMonkey when you are able to access it on a computer. It may take women a little longer to complete the surveys in this format. If you end up needing to run your data collection like this we'd ask that you complete the upload of data onto SurveyMonkey within the two week data collection period.

Please email me (rebeccabrinkler@gmail.com) asap if this is the case for you so I can send a paper survey to you.

Which women should we offer the survey to?

All women over the age of 18 who are on the post natal ward should be offered the survey. If they decline or their English isn't good enough to understand and answer the questions, there is an option to record this on the first page of the survey.

Can I just skip past these women (non-English, declined)?

No, it's vital we know how many women haven't done the survey for these reasons so you must still record them on the first page. Once you hit the 'next' button it'll take you straight to the end of the survey and then you can move on to the next patient.

Do all investigators complete the departmental survey?

No, only one departmental survey needs to be completed per hospital. We'd recommend this is completed by the consultant supervisor as they are likely to have the best knowledge of departmental policies