

## Survey instruction

### **APAGBI Audits and Surveys Sub-Committee**

#### Surveys – Information for Survey Authors

The APAGBI wishes to encourage surveys of the membership that may inform the practice of paediatric anaesthesia.

The Audits and Surveys Sub-Committee has produced the following guidance in order to assist with the design and interpretation of high quality surveys:

Authors of prospective surveys of the APAGBI membership are invited to submit their survey proposals to the lead for audits and surveys, Dr Thomas Engelhardt on [t.engelhardt@nhs.net](mailto:t.engelhardt@nhs.net)

#### *Process:*

1. Survey proposals will be collated by the lead and circulated to the members of the sub-committee for review. (See terms of reference for membership)
2. All survey proposals will be accompanied by a short introduction explaining the purpose of the survey, including any relevant references or existing guidance.
3. Following review by the committee, survey proposals may be accepted for distribution to the membership or rejected. Revisions to the survey may be suggested.
4. Survey authors will be contacted by the lead to inform them of the committee decision and to discuss any revisions suggested by the committee.
5. (If required) the lead will assist author(s) of accepted surveys to design a suitable format for the survey, including the use of survey software.
6. The appropriate survey population (all APAGBI members, home members only, AAGBI linkmen only etc.) will be agreed by the lead and the survey author(s). APAGBI members will be invited to participate in the survey via the APAGBI administration office of the AAGBI.
7. Survey “start dates” will be agreed between the lead and the survey author(s). This will allow the lead to coordinate survey circulation to avoid “survey fatigue” of the membership and to encourage optimal response rates.
8. Surveys will be “open for response” for an agreed period (generally 4 – 6 weeks) If requested by the authors the APAGBI administration office will send a reminder
9. All survey responses are anonymous unless otherwise stated.
10. Survey results remain the intellectual property of the author(s). The assistance of the APAGBI should, however, be acknowledged in any publication resulting from the survey.

Please contact the survey lead with the following information:

1. A cover email to go out along with the proposed survey
2. A brief (less than 1 page) background document including relevant references
3. An electronic version of the survey. Please ensure that a comment box is included in the survey and author contact information is provided.

Finally, the authors may wish to publish their survey findings on the APAGBI website. Please use the following Survey Report Template to submit your findings.

**APAGBI SURVEY AND AUDIT SUB-COMMITTEE**

**Survey Report of the APAGBI Membership**

**Survey Title:**

**Survey Authors:**

**Brief Description of Purpose:**

**Category of Membership Surveyed: (e.g. all, home, overseas, linkmen, trainee)**

**Dates of Survey:**

**Number of Responses:**

**Outline Findings of Survey:**

**Intended Publication/Presentation:**

**Follow up Actions Required:**

**Other Comments:**

**Date Submitted to Survey Lead:**