

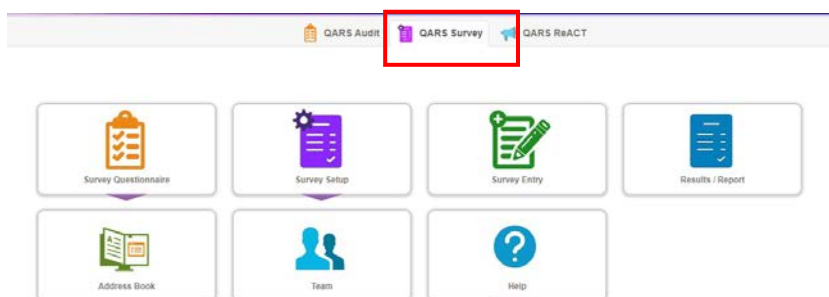
Culture Survey Measurement: Setting up the SAQ in QARS survey

This guide will assist in administrating the Safety Attitudes Questionnaire (SAQ) in QARS Survey. It provides a step by step guide on how to set up the Safety Attitudes Questionnaire (SAQ) for local data collection and reporting.

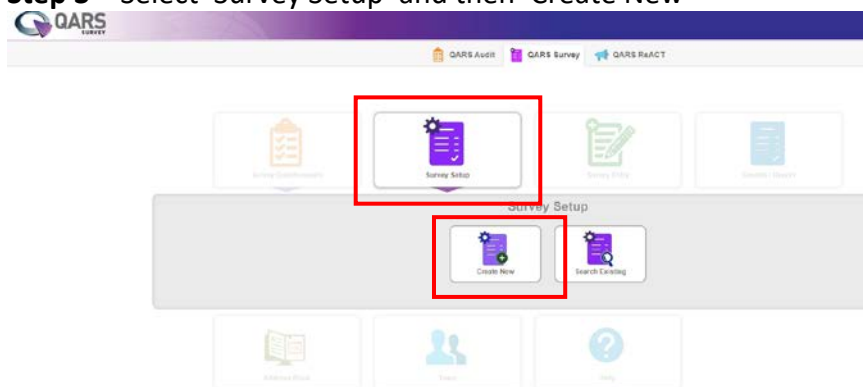
Step 1 – Login to QARS using your NSW Health staff link number

<https://qars.cec.health.nsw.gov.au>

Step 2 – Select 'Survey' on the homepage of QARS –



Step 3 – Select 'Survey Setup' and then 'Create New'



Step 4 – Make sure you have access to ID 3471 – Safety Attitudes Questionnaire (SAQ).



To obtain administration rights you will need to seek approval from your LHD/SHN QARS Super Admin User.

- Select QID 3471 Safety Attitudes Questionnaire (SAQ) from 'Questionnaire' drop down;
- Type in the Safety Attitudes Questionnaire (SAQ) and the name of the team you wish to share the SAQ with in the 'Survey Name' text box
- Choose a start date and end date for the survey to be live. This is usually about 6-8 weeks.
- Tick the 'Multiple Responses and 'Anonymous Response' box
- Select 'Create'

The screenshot shows the 'Create Survey' interface. The 'Survey Setup' section is highlighted with a red box. It includes the following fields and options:

- Questionnaire***: Safety Attitudes Questionnaire (SAQ)
- Survey Name***: Safety Attitudes Questionnaire (SAQ) XXX
- Survey Status**: Open
- Start Date**: [Calendar]
- End Date**: [Calendar]
- Multiple Responses**:
- Anonymous Response**:
- Multiple Administrators**:

A 'Create' button is located at the bottom right of the 'Survey Setup' section.

Step 5 – Select 'Save Survey' and 'Create Invitation'

The screenshot shows the 'Edit Survey' interface. The 'Survey Setup' section is highlighted with a red box. It includes the following fields and options:

- Questionnaire***: Safety Attitudes Questionnaire (SAQ)
- Survey Name***: Safety Attitudes Questionnaire (SAQ) XXX
- Survey Status**: Open
- Start Date**: [Calendar]
- End Date**: [Calendar]
- Multiple Responses**:
- Anonymous Response**:
- Multiple Administrators**:

A 'Save Survey' button is highlighted with a red box at the bottom right of the 'Survey Setup' section.

Below the 'Survey Setup' section, there are tabs for 'Email Invitation' and 'Passcode Invitation'. The 'Email Invitation' tab is active, showing a table with columns for 'Send/Create Date', 'Email Subject', 'Recipients', and 'Status'. The table is currently empty, displaying 'No data available in table'. A 'Create Invitation' button is at the bottom right.

Step 6 – Draft invitation

- Enter in the email addresses of the team you wish to send the SAQ.
- Edit the invitation email. A template has been provided for you below.
- Click 'Next' to generate the invitation

Sample email to staff introducing the survey

Dear colleague, <insert name of ward/department/facility> is participating in a safety culture survey to help us understand the culture within our ward/facility and identify where we can make improvement. The survey asks a broad range of questions that affect you and your working life. The survey does not identify individuals and your responses are anonymous. At the completion of the survey period the data will be aggregated to provide the final report.

While your participation is voluntary I encourage you to complete the survey as your input will assist in making our ward/facility a better place to work.

The survey will be open for three weeks from xx/xx/20xx and can be completed online; paper questionnaires will also be available.

Thank you for your participation in this important initiative. If you have any questions please don't hesitate to contact.....

Kind regards

<Name & title>

The screenshot shows the 'New Invitation' form in the QARS system. The form is titled 'New Invitation' and has two steps: 'Step 1 - Draft Email' (selected) and 'Step 2 - Preview Email'. The form contains a text area for the email body, a rich text editor, and a 'Next' button. The text in the text area reads: 'Enter email or select existing contacts by clicking <To >'. The rich text editor contains the following text: 'We're conducting a survey and your input would be appreciated. Click the button below to start the survey. Thank you for your participation! This link allows multiple responses. And this survey is anonymous.' The 'Next' button is highlighted with a red box.

Step 7: Send invitation

The screenshot shows the 'New Invitation' form in the QARS system, now at 'Step 2 - Preview Email'. The form displays a preview of the email invitation. The email body text is: 'To: CEO Team@nswhealth.nsw.gov.au Subject: Complete our survey - Safety Culture Questionnaire (SAQ) XX We're conducting a survey and your input would be appreciated. Click the button below to start the survey. Thank you for your participation! This link allows multiple responses and the survey is anonymous.' There is a 'Start Survey' button in the preview. The 'Send Invitation' button at the bottom right of the form is highlighted with a red box.