

Dear [insert name]:

In [insert date of participation], [insert name of training participant] from your organization participated in the Patient Safety Improvement Corps (PSIC) training program sponsored by the Agency for Healthcare Research and Quality (AHRQ) and the Veteran's Administration's National Center for Patient Safety (NCPS). AHRQ has recently contracted with the American Institutes for Research (AIR), a not-for-profit research organization, to learn about the extent to which you, as a leader of an organization participating in the PSIC program, have found the training and networking experience useful and applicable in your day-to-day operations.. As a result, we will be contacting you in the coming weeks to participate in an online questionnaire that is designed to capture your perspective of the usefulness of the training program and identify your organization's patient safety activities since attending the program.

The questionnaire will take approximately 15 minutes of your time and will be conducted entirely online. Your responses will be used to improve upon future AHRQ patient safety efforts and to identify the most useful parts of the current program.

Please note that all of your information will remain confidential and that all information provided to AHRQ as a result of this questionnaire will be reported at the aggregate level to ensure your confidentiality. Should you have any questions or comments about this questionnaire or the project, please do not hesitate to contact me at 202-403-5064 or lsteighner@air.org.

If you have concerns or questions about your rights as a participant, contact AIR's Institutional Review Board (which is responsible for the protection of project participants) at IRB@air.org toll free at 1-800-634-0797 or c/o IRB, 1000 Thomas Jefferson Street, NW, Washington, DC 20007.

Sincerely,

Laura Steighner, Ph.D.
Senior Research Scientist
American Institutes for Research

Dear [insert name]:

In [insert year of participation], [insert name of training participant] from your organization participated in the Patient Safety Improvement Corps (PSIC) training program sponsored by the Agency for Healthcare Research and Quality (AHRQ) and the Veteran's Administration's National Center for Patient Safety (NCPS).

The American Institutes for Research (AIR) are working with AHRQ to gather lessons learned from the PSIC program. AHRQ has asked us to learn about the extent to which you, as a participating organization in the PSIC program, have found the training and networking experience useful and applicable in your day-to-day operations. We are also interested in learning about your organization's collaboration on patient safety with others (e.g., within your organization, your state, or nationally) since participation in the PSIC program. Your organization's experiences in patient safety resulting from participation in the PSIC are important for us to understand and will provide useful information for AHRQ on how best to implement any future patient safety training activities.

To compile the lessons learned, we would like you, as a leader of your organization, to participate in a brief online questionnaire that is designed to capture your assessment of the usefulness of the training program, as well as identify any patient safety activities in which your organization has been involved since participating in the program. The questionnaire will take approximately 15 minutes of your time and will be conducted entirely online. Your responses will be used to improve upon future AHRQ patient safety efforts and to identify the most useful parts of the current program.

Please access the questionnaire by clicking on this link [insert website] or by pasting this address into the address line of your internet browser. The questionnaire will be available until [insert date].

Please note that your participation in this questionnaire is critical. The information you provide will be used to shape future patient safety improvement efforts by AHRQ and will be used to maintain important PSIC training program elements that have contributed to your organization's patient safety initiatives. AHRQ eagerly anticipates your input.

Please note that all of your information will remain confidential and that all information provided to AHRQ as a result of this questionnaire will be reported at the aggregate level to ensure your confidentiality. Should you have any questions or comments about this questionnaire or the project, please do not hesitate to contact me at 202-403-5064 or lsteighner@air.org.

Sincerely,

Laura Steighner, Ph.D.
Senior Research Scientist
American Institutes for Research

Dear [insert name]:

This is a reminder of the online questionnaire regarding the Patient Safety Improvement Corps (PSIC) training program, sponsored by the Agency for Healthcare Research and Quality (AHRQ) and the Veteran's Administration's National Center for Patient Safety (NCPS). In [insert participation date], [insert name of training participant] from your organization participated in the program. As a leader of your organization, we are interested in your assessment of the usefulness of the training program and identify your organization's patient safety activities since attending the program.

The questionnaire will take approximately 15 minutes of your time and will be conducted entirely online. Your responses will be used to improve upon future AHRQ patient safety efforts and to identify the most useful parts of the current program.

Please access the questionnaire by clicking on this link [insert website] or by pasting this address into the address line of your internet browser. The questionnaire will be available until [insert date].

Please note that your participation in this questionnaire is critical. The information you provide will be used to shape future Patient Safety Improvement efforts by AHRQ and will be used to maintain important PSIC training program elements that have contributed to your organization's patient safety initiatives. AHRQ eagerly anticipates your input.

Please note that all of your information will remain confidential and that all information provided to AHRQ as a result of this questionnaire will be reported at the aggregate level to ensure your confidentiality. Should you have any questions or comments about this questionnaire or the project, please do not hesitate to contact me at 202-403-5064 or lsteighner@air.org.

Sincerely,

Laura Steighner, Ph.D.
Senior Research Scientist
American Institutes for Research

Dear [insert name]:

Thank you for your participation in the online questionnaire regarding the Patient Safety Improvement Corps (PSIC) training program. Your responses will be used to improve upon future AHRQ programs and will help identify the most useful parts of the PSIC program. Please note that all of your information will remain confidential and that all information provided to AHRQ as a result of this questionnaire will be reported at the aggregate level to ensure your confidentiality. Should you have any questions or comments about this questionnaire or the project, please do not hesitate to contact me at 202-403-5064 or lsteighner@air.org.

Sincerely,

Laura Steighner, Ph.D.
Senior Research Scientist
American Institutes for Research