

Employee Survey – Pre- and post-implementation

E-mail Invitation Text

Dear {insert first and last name},

We are writing to ask you to complete an Employee Survey for [INSERT HOSPITAL NAME] employees. This survey is part of a project to evaluate the *Guide to Patient and Family Engagement* (“*the Guide*”), which includes an admission communication packet, a bedside change of shift packet, and discharge materials. The project is being conducted by the American Institutes for Research and funded by the Agency for Healthcare Research and Quality (AHRQ).

We are asking you to provide your opinions about practices of care, staff attitudes and behaviors, and your perceptions of hospital leadership. Your answers will help us understand how the *Guide* works, how it affects hospital staff, and what we can do to improve it.

This survey should take about 15 minutes to complete. You must complete the entire survey in one session (you cannot stop the survey and begin again at a later time). You will be able to complete this survey anytime between now and **[INSERT DATE ONE MONTH FROM START DATE]**.

Please respond to this Employee Survey by clicking the link below.

%URL%

Participation in this survey is voluntary. You can decide not to complete the survey or to stop completing the survey at any time without penalty. The survey is being administered by Dr. Kristin Carman of the American Institutes for Research (AIR). She can be reached at 202-403-5090 or kcarman@air.org with any questions or concerns.

Your responses will be kept confidential to the extent permitted by law, including AHRQ’s confidentiality statute, 42 USC 299c-3(c). Results from this survey will only be presented by groups (no less than 5 employees in a group). If you have any concerns or questions about your rights as a participant in this survey, contact AIR’s Institutional Review Board (which is responsible for the protection of project participants) at IRB@air.org or toll free at 1-800-634-0797.

Sincerely,

Kristin Carman, Ph.D.