

Attachment C: Advance Notice Email

Dear TeamSTEPPS 2.0 Master Trainer Course participant:

Approximately six months ago, you completed the TeamSTEPPS 2.0 Online Master Trainer program sponsored by the Agency for Healthcare Research and Quality (AHRQ). AHRQ has recently contracted with Reingold, Inc. and IMPAQ International to learn about the extent to which you, as a participant in the program, have found the training useful and applicable in your day-to-day work. As a result, you will be contacted in the coming weeks so that you can participate in an important online questionnaire that is designed to capture your assessment of the usefulness of the training program, as well as identify any implementation activities in which you have been involved since participating in the program.

The questionnaire will take approximately 20 minutes of your time and will be conducted entirely online. Your responses will be used to improve on 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. Any questions or comments about this questionnaire, or the project, may be directed to [INSERT NAME] at [INSERT PHONE #] or [INSERT EMAIL ADDRESS].

Sincerely,

[AHRQ Project Officer]