

Pilot Test of the Proposed Workforce Safety Supplemental Item Set for the Surveys on Patient Safety Culture™, Supporting Statement A

Attachment C: Hospital Point of Contact (POC) Instructions

Form Approved OMB No. XXXX-XXXX Exp. Date XX/XX/20XX
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Draft Workforce Safety Supplemental Item Set

Hospital Point of Contact (POC) Instructions

8/3/2020



Surveys on Patient Safety Culture™

SOPS® Hospital Survey with Workforce Safety Supplemental Items Survey Procedures for Hospital Points of Contact (POC)

Westat will electronically provide you with promotional flyers and a draft letter of support that you will customize and have signed by your leadership. Please notify **[insert Westat staff]** if someone on your provider and staff list no longer works in your hospital.

WHAT YOU NEED TO DO NOW

Target Dates	Activities
Upon receipt	<input type="checkbox"/> Disseminate promotional flyers to eligible providers and staff on your sample list. <input type="checkbox"/> Beta test the web survey URL link in your hospital to ensure that web survey is accessible.

NEXT STEPS

Target Dates	Activities
Beginning of Survey Collection Week Public reporting burden for this collection of information is estimated to average 3 minutes per response, the estimated time required to complete the survey. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: AHRQ Reports Clearance Officer Attention: PRA, Paperwork Reduction Project (0935-XXXX) AHRQ, 540 Gaither Road, Room # 5036, Rockville, MD 20850.	eligible provider eligible to eligible
Week 3	❖ Westat will send 2 nd email thank you/reminders with a web survey invitation to eligible providers and staff members that did not complete the survey.
Week 5	❖ Westat will send the final email thank you/reminders with a web survey invitation to eligible providers and staff members that did not complete the survey.

Thank you for your support in promoting staff participation, as it is crucial to getting results that accurately represent your hospital and getting 100% response! Contact **[insert Westat staff]**, Study Manager at WorkforceSafety@westat.com or 1-855-390-2448 if you have questions.