

## **Followup Survey Advance Notice**

[Subject line:] Advance Notice: 20-Minute TeamSTEPPS Followup Survey

[Body text:]

Dear TeamSTEPPS Trainee:

Thank you for your participation in the TeamSTEPPS [PROGRAMMER INSERT: 3.0 Trainer Program **OR** for Diagnostic Improvement Course], funded by the Agency for Healthcare Research and Quality (AHRQ).

In the coming weeks, we will invite you to complete an online survey that asks about the usefulness of TeamSTEPPS tools in your day-to-day work and gauges your involvement in implementation activities since attending the program.

The survey will take approximately 20 minutes to complete and will be conducted online. All information you provide will remain confidential, and data will be reported only in aggregate. Should you have any questions or comments about this survey, please contact me at [EMAIL].

Sincerely,

[NAME]

[POSITION]

AHRQ TeamSTEPPS Support

## Followup Survey Invitation

[Subject line:] TeamSTEPPS Followup Survey

[Body text:]

Dear TeamSTEPPS Trainee:

We invite you to complete the TeamSTEPPS followup survey [LINK]. It will take approximately 20 minutes to complete and will be available until [DATE].

Your participation in this survey is critical. The survey asks about the usefulness of TeamSTEPPS tools in your organization and gauges your involvement in implementation activities since attending the program. Your insights will provide useful information on how best to implement future patient safety training. All information you provide will remain confidential, and data will be reported only in aggregate.

Access the survey by selecting this link [LINK] or by pasting this URL into your internet browser: [URL]

Thank you for your participation in the TeamSTEPPS [PROGRAMMER INSERT: 3.0 Trainer Program OR for Diagnostic Improvement Course], funded by the Agency for Healthcare Research and Quality (AHRQ). Should you have any questions or comments about this survey, please contact me at [EMAIL].

Sincerely,

[NAME]

[POSITION]

AHRQ TeamSTEPPS Support

## **Followup Survey Reminder**

[Subject line:] TeamSTEPPS survey expires soon! Respond now.

[Body text:]

Dear TeamSTEPPS Trainee:

This is a reminder to take the online followup survey for the TeamSTEPPS training program. The Agency for Healthcare Research and Quality (AHRQ) eagerly awaits your input.

Select this link [LINK] to access the survey or paste this URL into your internet browser [URL]. The survey is available only until [DATE] and will take approximately 20 minutes to complete.

The survey asks about the effectiveness of the training program and your involvement in implementation activities since attending the program. Your responses will be used to improve future AHRQ patient safety efforts and to identify the most useful parts of the current program.

All information you provide will remain confidential, and data will be reported only in aggregate. Should you have any questions or comments about this survey, please contact me at [\[EMAIL\]](#).

Sincerely,

[NAME]

[POSITION]

AHRQ TeamSTEPPS Support

## **Followup Survey Thank-You Letter**

[Subject line:] TeamSTEPPS appreciates your feedback!

[Body Text:]

Dear TeamSTEPPS Trainee:

Thank you for your participation in the TeamSTEPPS training program and for completing the followup survey.

Your responses will be used to improve future AHRQ programs that facilitate safer health care.

Should you have any questions or comments about this survey, please contact us at [\[EMAIL\]](#).

Sincerely,

[NAME]

[POSITION]

AHRQ TeamSTEPPS Support