**Attachment E: Data File Specifications**

# AHRQ Survey on Patient Safety Culture® (SOPS®)

# Ambulatory Surgery Center Survey

# Survey Data File Specifications

# Survey Data File Specifications

These specifications are for preparing your respondent-level survey data from the AHRQ Surveys on Patient Safety Culture® (SOPS®) Ambulatory Surgery Center Survey. The instructions below tell you how to prepare your Excel data file for submission to the Ambulatory Surgery Center Survey on Patient Safety Culture Database.

## INSTRUCTIONS (Excel File Only):

**Step 1:** Include a header row with the variable name for each column.

**Step 2:** Submit individual survey response data using the response values indicated in this document (beginning on page 4).

**Step 3:** Check your data before submitting for the following things:

* SKIP PATTERN

There is one skip pattern in this survey. If a respondent answers 2 = No, to question GA, “Are you typically in the surgery/procedure room during surgeries, procedures, or treatments?”, then questions G1 – G3 should be blank.

* OUT-OF-RANGE VALUES

You should clean your data before submitting to the database to ensure there are no out-of-range values and that the data submitted are free from error. Make sure all response values match the response value for the question.

* REVERSE CODED ITEMS

Do not submit reverse coded data on the survey’s negatively worded items—simply submit each individual’s unmodified responses to the survey items.

For example, survey item A5, “Key information about patients is missing when it is needed” is negatively worded. Regardless, the data should be submitted so that 1=Never and 5=Always, as originally indicated in the survey, as follows:

1 = Never

2 = Rarely

3 = Sometimes

4 = Most of the time

5 = Always

9 = Does Not Apply or Don’t Know

* STAFF POSITIONS

If your ambulatory surgery center modified or added a new staff position (H1) category, you MUST RECODE your specific staff positions back to the survey’s original staff position categories. If you added staff positions that do not match any of the survey’s original staff positions, re-code your specific staff positions as “OTHER” (H1 = “j”), before submitting your data.

* OTHER, PLEASE SPECIFY TEXT

Do not include Other-Please Specify data or any respondent comments (question H1 and Section I). While you may find it useful to review this text, it should not be submitted to the Database.

* SPANISH VERSION OF THE SURVEY

Please indicate which respondents (if any) completed a Spanish version of the safety culture survey, if you have this information available. You should do so by adding an ‘S’ to the Individual Unique Record ID, e.g. 001S.

* OTHER LANGUAGE VERSION OF THE SURVEY

Please indicate which respondents (if any) completed the safety culture survey in a language that was not English or Spanish, if you have this information available. You should do so by adding an ‘N’ to the Individual Unique Record ID (UNIQUEID), e.g. 001N.

|  |  |  |  |
| --- | --- | --- | --- |
| Record Identifier | Variable Name | Column Position | Response Values |
| Site ID | SITEID | Column A | If you are submitting data for multiple ambulatory surgery centers, then each site should have a unique Site ID. If you have data for only one ambulatory surgery center, then its Site ID can be 1. |
| Individual Unique Record ID | UNIQUEID | Column B | Each individual record in the dataset should have a unique ID, e.g. 001, 002, 003. NOTE: If an individual completed a Spanish survey, add an ‘S’ at the end of the Record ID, e.g. 001S. If an individual completed a survey in another language other than English or Spanish, add an “N” at the end of the Record ID, e.g. 001N. |

### SECTION A: Working in This Facility

| Survey Question | Variable Name | Column Position | Response Values |
| --- | --- | --- | --- |
| 1. Important patient care information is clearly communicated across areas in this facility
 | A1 | Column C |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. We feel comfortable asking questions when something doesn’t seem right
 | A2 | Column D |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. We have enough staff to handle the workload
 | A3 | Column E |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. When we see someone with more authority doing something unsafe for patients, we speak up
 | A4 | Column F |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Key information about patients is missing when it is needed
 | A5 | Column G |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Our ideas and suggestions are valued in this facility
 | A6 | Column H |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. We share key information about patients as soon as it becomes available
 | A7 | Column I |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. There is enough time between procedures to properly prepare for the next one
 | A8 | Column J |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Within this facility, we do a good job communicating information that affects patient care
 | A9 | Column K |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. We feel rushed when taking care of patients
 | A10 | Column L |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing |

### SECTION B: Teamwork and Training

| Survey Question | Variable Name | Column Position | Response Values |
| --- | --- | --- | --- |
| 1. When someone in this facility gets really busy, others help out
 | B1 | Column M |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Staff who are new to this facility receive adequate orientation
 | B2 | Column N |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Staff feel pressured to do tasks they haven’t been trained to do
 | B3 | Column O |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Doctors and staff clearly understand each other’s roles and responsibilities
 | B4 | Column P |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. We get the on-the-job training we need in this facility
 | B5 | Column Q |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Our facility allows disrespectful behavior by those working here
 | B6 | Column R |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Staff get the refresher training they need
 | B7 | Column S |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. We work together as an effective team
 | B8 | Column T |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |

### SECTION C: Organizational Learning/Response to Mistakes

| Survey Question | Variable Name | Column Position | Response Values |
| --- | --- | --- | --- |
| 1. This facility actively looks for ways to improve patient safety
 | C1 | Column U |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Staff are treated fairly when they make mistakes
 | C2 | Column V |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. We make improvements when someone points out patient safety problems
 | C3 | Column W |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Learning, rather than blame, is emphasized when mistakes are made
 | C4 | Column X |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Staff are told about patient safety problems that happen in this facility
 | C5 | Column Y |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. We are good at changing processes to make sure the same patient safety problems don’t happen again
 | C6 | Column Z |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t knowblank = Missing |

### SECTION D: Near-Miss Documentation

| Survey Question | Variable Name | Column Position | Response Values |
| --- | --- | --- | --- |
| 1. When something happens that could harm the patient, but does not, how often is it documented in an incident or occurrence report?
 | D1 | Column AA |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing |

### SECTION E: Management Support for Patient Safety

| Survey Question | Variable Name | Column Position | Response Values |
| --- | --- | --- | --- |
| 1. Managers encourage everyone to suggest ways to improve patient safety
 | E1 | Column AB |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Management examines near-miss events that could have harmed patients but did not
 | E2 | Column AC |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |
| 1. Management provides adequate resources to improve patient safety
 | E3 | Column AD |  1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don’t Knowblank = Missing |

### SECTION F: Overall Rating

| Survey Question | Variable Name | Column Position | Response Values |
| --- | --- | --- | --- |
| 1. Please give your facility an overall rating on patient safety.
 | F1 | Column AE |  1 = Poor 2 = Fair 3 = Good 4 = Very good 5 = Excellentblank = Missing |

### SECTION G: Communication in the Surgery/Procedure Room

| Survey Question | Variable Name | Column Position | Response Values |
| --- | --- | --- | --- |
| A. Are you typically in the surgery/procedure room during surgeries, procedures, or treatments? | GA | Column AF |  1 = Yes 2 = Noblank = Missing |
| **If question GA (Column AF) = 2 (No) then skip to section H.** |
| 1. Just before the start of procedures, all team members stopped to discuss the overall plan of what was to be done
 | G1 | Column AG |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing or properly skipped |
| 1. Just before the start of procedures, the doctor encouraged all team members to speak up at any time if they had any concerns
 | G2 | Column AH |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing or properly skipped |
| 1. Immediately after procedures, team members discussed any concerns for patient recovery
 | G3 | Column AI |  1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don’t Knowblank = Missing or properly skipped |

### SECTION H: Background Questions

| Survey Question | Variable Name | Column Position | Response Values |
| --- | --- | --- | --- |
| 1. What is your position in this facility? Check **ONE** category that best applies to your job.
 | H1 | Column AJ |  a = Anesthesiologist b = Doctor/Physician (excluding Anesthesiologists) or Surgeon c = Certified Registered Nurse Anesthetist (CRNA) d = Physician Assistant or Nurse Practitioner e = Management f = Nurseg = Technician  h = Other Clinical Staff or Clinical Support Staff i = Administrative, Clerical, or Business Staff j = Other Position blank = Missing |
| TEXT FOR OTHER, SPECIFY [H1 item j other specify]\* - **DO NOT SUBMIT TO DATABASE** |
| 1. Typically, how many hours per week do you work in this facility?
 | H2 | Column AK |  a = 1 to 16 hours per week b = 17 to 31 hours per week c = 32 to 40 hours per week d = More than 40 hours per weekblank = Missing |

TEXT FOR YOUR COMMENTS [Section I]\* - **DO NOT SUBMIT TO DATABASE**

\*DO NOT SUBMIT OTHER SPECIFY TEXT OR COMMENTS TO THE DATABASE (ITEMS IN SHADED ROWS)

Two examples of SECTION G: Communication in the Surgery/Procedure Room questions are displayed below. Columns C - AE are omitted for display purposes.

**Example 1: Are you typically in the surgery/procedure room during surgeries, procedures, or treatments?**

1 = Yes

2 = No



G1 through G3 are left blank because GA is 2 (No).

**Example 2: Are you typically in the surgery/procedure room during surgeries, procedures, or treatments?**

1 = Yes

2 = No



G1 through G3 are filled in because GA was 1 (Yes).