



ANZCA and FPM CPD Program

Patient experience survey (anaesthesia) - guideline

Individual activity

Category 1
Practice evaluation
Reviewing performance

Purpose

This guideline assists anaesthetists, administrators and feedback providers complete the patient experience survey activity.

Activity description

The patient experience survey activity obtains feedback on the care patients receive from their anaesthetist and the anaesthesia team, for improved patient care.

Completion of the activity requires an administrator to distribute the survey and collate results. It is recommended, but not mandated, that a feedback provider is selected to discuss the results with the anaesthetist undertaking the activity.

A group of anaesthetists may choose to complete patient experience surveys for all department/practice members over a 2- to 6-week period (depending on caseload, as each participant requires a minimum of 15 completed forms). Some groups/departments may choose to survey all their patients.

Related documents

1. [Patient experience survey \(anaesthesia\) - form](#)
2. [Patient experience survey \(anaesthesia\) - summary form](#)
3. [Patient experience survey confidentiality and CPD verification form](#)

How to complete this activity

Steps

Time period	Steps	Complete
Prior to the survey	Identify and invite a suitable administrator (e.g. administrative staff member, practice manager or nurse).	
	Discuss with the administrator that they are responsible for: <ul style="list-style-type: none"> • Selecting patients to be surveyed • Distributing the survey • Ensuring patients do not feel under pressure to respond positively • Following-up on outstanding surveys • Collating results, once a minimum number of surveys is received. 	
	Ask the administrator to sign the confidentiality section of the <i>Patient experience survey confidentiality and CPD verification form</i> .	
	It is highly recommended, but not mandatory, to invite a trusted colleague (feedback provider) to discuss your collated results with you in a confidential setting. This colleague ideally has some experience in providing feedback.	
	Ask your feedback provider to sign the confidentiality section of the Patient experience survey confidentiality and CPD verification form .	

Time period	Steps	Complete
	<p>Work with the administrator to determine administration methodology with the same timing and method to be used for each patient.</p> <p>To prevent recall bias and satisfaction scores being correlated with the procedural outcome, surveys should be administered within 2 weeks of the procedure.</p> <p>Suggested timings are:</p> <ul style="list-style-type: none"> • <u>Inpatients</u>: between 2 and 4 days after surgery, ideally on the morning of the second postoperative day • <u>Day surgery patients</u>: after recovery and prior to discharge • <u>Post-discharge</u>: via electronic system, post or phone call. <p>Response rates differ depending on the timing and method of administration. Using the same approach for each patient is recommended. If the survey is administered via telephone after discharge, the same survey administrator should contact all patients selected to participate in the survey.</p>	
<p>Survey period</p>	<p>Patients should be informed in advance that they might be asked to complete a patient experience survey regarding the care provided by their anaesthetist. Sample wording is provided under <u>Patient information example</u> below. Information might be provided in preadmission packs or verbally on admission and prior to seeing their anaesthetist.</p>	
	<p>It is suggested that administrators distribute 20-30 surveys per specialist, noting a minimum of 15 completed forms are required for this activity.</p>	
	<p>To minimise bias, the administrator selects patients who are representative of the scope of the participant's anaesthesia practice.</p>	
	<p>Should a patient be unable to complete the survey independently, the administrator could read the questions and record the patient's responses. It is preferable for the administrator to provide help rather than family members, as they may influence the patient's response.</p>	
	<p>If using hard copy surveys, these may be returned via a survey deposit box. Patients are more likely to provide honest, valid and reliable responses if they are assured their responses will remain confidential. Along with the survey, patients should be provided with an envelope (with the name of the administrator and anaesthetist on the front) in which they can seal the completed survey. The sealed envelopes can then be forwarded to the administrator. This is particularly helpful if the department is conducting the survey as a group activity.</p>	
<p>Results and feedback conversation</p>	<p>The administrator collates the results of the patient experience survey on the Patient experience survey (anaesthesia) - summary form.</p>	
	<p>Once a minimum of 15 survey results is collated, the completed summary form is forwarded to the anaesthetist and the feedback provider (as relevant).</p>	
	<p>One of the strengths of this process is that patients provide feedback in a confidential manner. The administrator should confidentially</p>	

Time period	Steps	Complete
	delete both the individual patient response forms and the summary form from their records.	
	If feedback provision is planned, please share a copy of Practical guidance for CPD feedback conversations with your feedback provider.	
	Following the feedback meeting, the feedback provider should confidentially destroy their copy of the summary form.	
	The participant asks the administrator and feedback provider, as relevant, to sign the verification section of the Patient experience survey confidentiality and CPD verification form .	

Patient information example

The following statements could be used to facilitate discussion with patients about the survey:

“Your anaesthetist is the specialist doctor responsible for your safety and comfort during and immediately after your surgery. They do this by:

- *Considering your medical history before the operation and makes sure it is okay for you to have the surgery.*
- *Staying with you all the time and keeping an eye on your breathing, the action of your heart and your fluid levels during the procedure.*
- *Giving you medications to control pain and keep your body relaxed.*
- *Managing problems if they arise.*

After your surgery you may be asked to complete a patient experience survey about your anaesthetist and anaesthesia team.

<Select administration method and advise patient accordingly>

- *The survey will be given to you when you are on the ward.*
- *The survey will be given to you before you go home.*
- *<Insert name of administrator> will contact you by phone the day after you get home.*
- *The survey will be given to you before discharge and should be returned in the postage paid envelope provided.”*

It should only take 10 mins to complete. The purpose of the survey is to identify areas where you are satisfied and areas for improvement, for professional development purposes. We would appreciate your time to participate. Your feedback will remain anonymous.”

Receiving feedback: for the participant

CPD activities are intended to promote supportive conversations that assist you to reflect and advance your practice. Engaging in a feedback conversation may on occasions challenge you and raise uncomfortable thoughts and feelings. If this occurs consider seeking out a trusted colleague or friend for support. Confidential wellbeing support is freely available through the college, details can be found on the [website](#).

Using a different tool

If you choose to use a different tool for the Patient experience survey (anaesthesia) activity, ensure it was developed to measure patient experiences in the perioperative/perioperative period and is relevant to your scope of practice.

ANZCA and FPM CPD program/portfolio recording

Participants record this activity under

Category 1 *Practice evaluation – reviewing performance: Patient experience survey*, with the [Patient experience survey confidentiality and CPD verification form](#) uploaded as evidence.

Feedback providers who are also CPD participants record this activity under

Category 2 *Knowledge and skills: Review of ANZCA/FPM Fellows*, with the [Patient experience survey confidentiality and CPD verification form](#) uploaded as evidence.

Optional related activities

1. Critical reflection

You may choose to undertake a *Category 1 Practice evaluation – reviewing performance: Critical reflection* activity on the patient experience survey results and develop a plan for practice change. This facilitates ‘closing the loop’ by reflecting on specific actions that can improve patient care.

Change control register

Version	Author/s	Reviewed by	Approved by	Approval date	Sections modified
1	Advancing CPD 2013 working Group	CPD team	CPD Committee	2013	Created
2		CPD team ANZCA DPA education	CPD Committee	2023	<ul style="list-style-type: none"> Updated branding and reformatting Incorporated change control register