



ANZCA  
FPM



# 10 steps to administering an anaesthetic department gender equity survey

## 10 steps to administering an anaesthetic department gender equity survey

1. Form a survey team (we recommend 2-4 people; although it is certainly possible to complete as one person). If your hospital employs a staff with experience in statistical analysis it is recommended you engage them early on.
2. Discuss the project with your Head of Department (HoD) to gain approval and support for the survey. You will likely need to include HoD contact details in your ethics application and require their sign off for ethics approval.
3. Finalise survey questions including adding or adapting questions as necessary for your department. Questions are available as a supplementary document ([Gender equity survey toolkit – survey questions](#)) in this toolkit.
4. Apply to your local ethics committee for ethics approval:
  - a. An ethics protocol template ([Gender equity survey toolkit – research protocol template](#)) and two formats of a participant information sheet are available ([Gender equity survey toolkit – participant information sheet](#)) to assist with your ethics application. These will need to be adapted to local ethics requirements.
  - b. We suggest initially applying on a low/negligible risk pathway but, due to the sensitive nature of some questions, some ethics committees may require a full ethics application. Don't be disheartened if this happens – the survey can still be approved but may take a little longer to get through ethics.
5. Construct your survey using [REDCap \(Research Electronic Data Capture\)](#):
  - a. Request access to REDCap via your local health network.
  - b. Follow the [Gender equity survey toolkit – REDCap Tips](#) supplementary document in this toolkit to assist with creating your survey in REDCap.
  - c. REDCap will create a hyperlink to your survey which can be circulated.
6. Send an invitation to participate in the survey to department members, including the survey link and participant information sheet. We suggest leaving the survey link open for three weeks, with reminder emails sent at one and two weeks.
  - a. As per the ethics template, we suggest asking an independent third party such as an anaesthetic department secretary to send out initial and reminders emails.
7. Collect results in REDCap. These can be exported to Excel or SPSS (Statistical Package for the Social Sciences) for analysis.
8. Analyse results and identify areas within your department where further gender equity work is needed. Consider enquiring whether your health network employs statistics staff to help with analysis of results.
9. Compare local results to ANZCA data – [Gender equity survey toolkit ANZCA 2022 Gender Equity survey results](#) available as a supplementary file.
10. Report results back to your local department and enact policy changes to improve on areas of gender inequity within your department. You may also wish to forward de-identified aggregate results to [ge@anzca.edu.au](mailto:ge@anzca.edu.au) to contribute to a larger pool of data of anaesthetic and pain medicine departments.