

AASNS survey in the prehospital and acute hospital management of neurotrauma:

The survey proposes to provide a view of the management of neurotrauma in the prehospital period and during initial hospital care in the member countries of the AASNS.

Hospitals within the member countries of the AASNS will be invited to participate.

The survey will include all patients admitted to hospital during a 4 week period. Data for individual patients admitted during this period will continue to discharge.

Data will be entered online via an AASNS online survey and stored on a secure server online.

Participating hospitals will be able to access their files as necessary to add data of individual patients as it becomes available. A small amount of experience with SurveyMonkey will be required for this (provided in Appendix B).

Use of the data

The survey results will be presented on the AASNS website. If the response is sufficient they may be published with appropriate acknowledgement of all contributing hospitals and societies. It is anticipated that the results will be helpful in planning and conducting the neurotrauma workshops. Consult the website

Using the Survey

Use the link below to take you to the online survey.

- bit.ly/AASNS

In the boxes provided, enter the patient's details. Patients will be identified by a number allocated by the participating hospital. The participating hospital will keep a record of the patient names and study numbers for any later data addition.

- *It is the responsibility of the hospital to assign identification numbers to patients, the AASNS survey does not do it automatically.*

The * symbol represents a question that must be filled in; you will not be able to proceed without entering this information.

Once done, click the '**Next**' button and fill in the information for each patient. You can now use the '**Prev**' and '**Next**' buttons to add in required information.

Once satisfied, click the '**Submit Patient Survey**' button on the last page of the questionnaire.

Use the above link to return to the survey and add in further patients.

Modifying Patient details

To modify a patient's details, you'll need to log in to the SurveyMonkey admin panel. Use the log in details provided in *Appendix A*. If you are unfamiliar with how to use SurveyMonkey, *Appendix B* has a short tutorial on how to modify a patient's survey details.

APPENDIX A

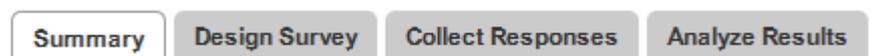
- SurveyMonkey Admin Login Page: <https://www.surveymonkey.com/user/sign-in/>
- Username: **AASNS**
- Password: **AASNS2014**

APPENDIX B

- 1) Log in to SurveyMonkey using the admin details in *Appendix A*.
- 2) Click the AASNS Neurotrauma Survey link.



- 3) Click 'Analyse Results'.



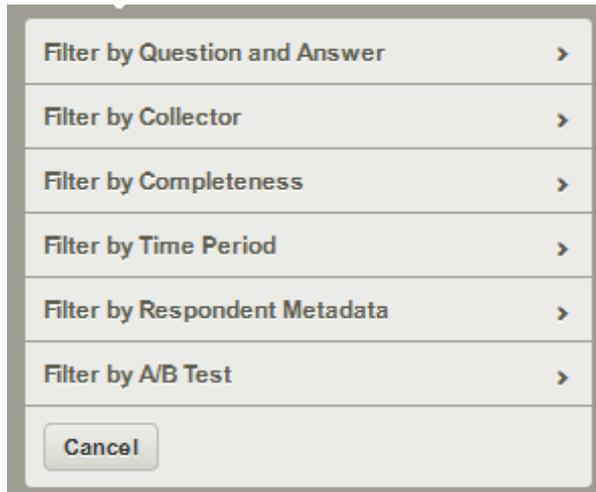
- 4) Click 'Individual Responses'.



- 5) The first step is to search for the hospital the patient is located at; you need to create a filter by clicking on the '+ Filter' button.



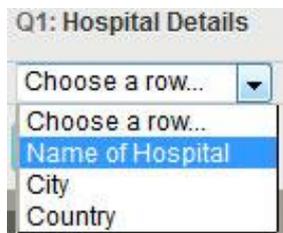
6) Select 'Filter by Question and Answer' from the menu that appears.



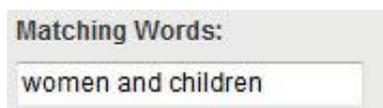
7) Click the 'Choose...' dropdown and select 'Hospital Details'.



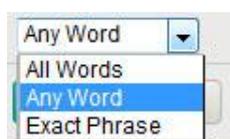
8) Click the 'Choose a row...' dropdown and select 'Name of Hospital'.



9) In the 'Matching Words' box, type in the hospital the patient is located at. It doesn't have to be the exact. For example, if the patient was located at the Women's and Children's Hospital, you could type in 'women' or 'women and children' and it will find the correct hospital for you.



10) Select the dropdown menu beneath the 'Matching Words' text box and select 'Any Word'.



11) Finally, click the 'Apply' button.

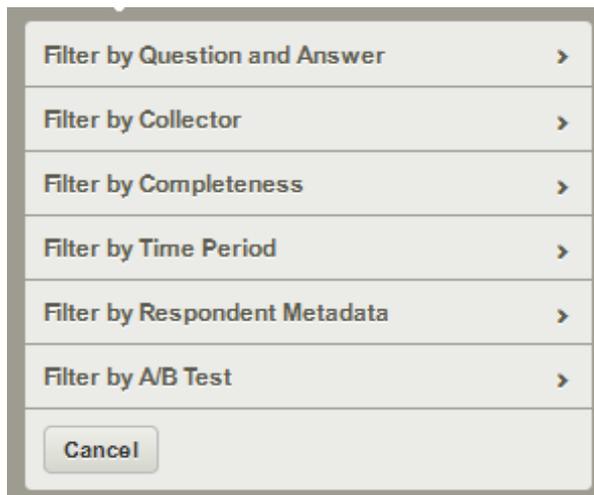


12) You will now have a list of all patients for that hospital. Now you have identified the hospital, you need to identify the patient at that hospital. You will have given each patient an identification number. You need to create a new filter to narrow down the search to a single patient.

13) To search for a particular patient, you need to create a filter by clicking on the '+ Filter' button.



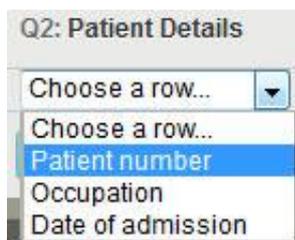
14) Select 'Filter by Question and Answer' from the menu that appears.



15) Click the 'Choose...' dropdown and select 'Patient Details'.



16) Click the 'Choose a row...' dropdown and select 'Patient Number'.



17) In the 'Matching Words' box, type the number of the patient. This number has to be the exact same number that you entered into the patient's survey. For example, if you gave the patient an identification number of '1', typing '1', 'one' or ' 1' will not find the patient you are after.

Matching Words:
1

18) Select the dropdown menu beneath the 'Matching Words' text box and select 'Exact Phrase'.

All Words
All Words
Any Word
Exact Phrase

19) Finally, click the 'Apply' button.

Apply

20) Assuming that the Survey number you have entered is a unique code for the patient, you will now be presented with a single survey response. Edit it by clicking the 'Edit' button, and then navigating to the question you wish to add or modify as if you were doing a new patient survey.

#13 **COMPLETE** Edit Delete Export

Collector: Web Link 1 (Web Link)
Started: Tuesday, October 07, 2014 1:20:03 PM
Last Modified: Tuesday, March 24, 2015 4:44:29 PM
Time Spent: Over a month
IP Address: 144.136.169.150

21) To remove the filter to create a new one or to simply look at all survey responses again, click the arrow on the filter box and select 'Delete rule'. You will normally have two filters applied; one for the hospital, and one for the patient number. Make sure you delete all filter's as required.

Alternatively, you can use the 'Unapply rule' option. This does not delete the rule, but simply disables it so it isn't active anymore. This is useful if you wish to temporarily remove a filter but don't wish to recreate it later on.

+ FILTER + COMPARE + SHOW

✓ FILTER: Q2: Survey No. = "1"

SAVED VIEWS (1)

Original View (No rules applied) Rev

+ Save as...

Unapply rule
Edit rule
Rename rule
Copy rule
Delete rule

APPENDIX C

If you have any questions regarding filling in the survey or editing patient survey responses, please contact the AASNS survey technical officer, Michael Brockhouse, via email.

Michael.brockhouse@adelaide.edu.au
