

# MODULE 1 – WARD SURVEY

## DATA COLLECTION GUIDANCE GRID

Module 1 is a survey of the people who work in, reside in and come into regular contact with the ward.

**Data Collection runs from beginning of October to end of December 2006**

*Please do not hesitate to contact the Audit Team if you have any queries or concerns on 0207 977 6646/5 or email [audit-of-violence@cru.rcpsych.ac.uk](mailto:audit-of-violence@cru.rcpsych.ac.uk)*

<b>STAFF</b>	
<b>ALL WARDS FOR WORKING AGE ADULTS</b>	<b>ALL WARDS FOR OLDER PEOPLE</b>
<i>Staff Questionnaire</i>	
<p><b><i>Who is involved?</i></b></p> <p>Any member of staff who spends at least 16 hours per week on the ward or who visits at least 3 times a week should be invited to complete a questionnaire, i.e.:</p> <ul style="list-style-type: none"> <li>• Nursing Staff (mandatory)</li> <li>• Clinical Staff (optional)</li> <li>• Non-Clinical staff (optional)</li> </ul> <p><b>Note: the content of the staff questionnaire for older people’s services differs slightly to the questionnaire for staff on working age adult wards.</b></p>	
<p><b><i>How is the data collected?</i></b></p> <p>Staff should complete the questionnaire on-line using the web-link</p> <p style="text-align: center;"><b><u><a href="http://www.rcpsych.ac.uk/nav-data">www.rcpsych.ac.uk/nav-data</a></u></b></p> <p>A hard copy list of the questions has been provided for you to distribute to staff to help them prepare their answers before going on-line.</p> <p><b>Note: an information leaflet has been provided and should be distributed to all staff (this is available online at <a href="http://www.rcpsych.ac.uk/nav">www.rcpsych.ac.uk/nav</a>)</b></p> <p><b>Note: if you are experiencing difficulties accessing computers and would prefer to use a paper-based version, please contact the Audit Team.</b></p>	

<b>PATIENTS</b>	
<b>ALL WARDS</b>	<b>ALL WARDS FOR OLDER PEOPLE WITH DEMENTIA</b>
<i>Patient Questionnaire</i>	<i>Carer/Next of Kin questionnaire and/or Third Party Observation</i>
<p><b>Who is involved?</b></p> <p>Any patient who is well enough should be invited to complete a questionnaire. Each ward <i>should aim for</i> a target of 20 returned questionnaires.</p>	<p>For use in wards where patients are unable to complete a questionnaire. Your local team will need to decide whether to use one or both methods of data collection. Please contact the Audit Team if you need further advice.</p> <p><b>Who is involved?</b></p> <p><b>Carer questionnaire:</b> any carer who has visited the ward on a number of occasions and is able to offer an informed view.</p> <p><b>Third party observation:</b> refer to Guidance Notes previously issued.</p>
<p><b>How is the data collected?</b></p> <p>Two options are available:</p> <ol style="list-style-type: none"> <li>1. using paper copies and free post envelopes</li> <li>2. using the web-link <a href="http://www.rcpsych.ac.uk/nav-data">www.rcpsych.ac.uk/nav-data</a></li> </ol> <p><b>Note: an information leaflet and cards directing people to the web-link have been provided and should be distributed to all potential respondents.</b></p>	
<b>VISITORS (OPTIONAL)</b>	
<b>ALL WARDS</b>	<b>ALL WARDS FOR OLDER PEOPLE WITH DEMENTIA</b>
<i>Visitor Questionnaire</i>	
<p><b>Who is involved?</b></p> <p>Anyone who has visited the ward on a number of occasions and is able to offer an informed view. This could include patient's family/friends, solicitors, advocates, volunteers and staff who are employed by other external organisations e.g. community and voluntary sector workers.</p>	
<p><b>How is the data collected?</b></p> <p>Two options are available:</p> <ol style="list-style-type: none"> <li>1. using paper copies and free post envelopes</li> <li>2. using the web-link <a href="http://www.rcpsych.ac.uk/nav-data">www.rcpsych.ac.uk/nav-data</a></li> </ol> <p><b>Note: an information leaflet and cards directing people to the web-link have been provided and should be distributed to all potential respondents.</b></p>	