

STEP Tool: Survey Administration Instructions

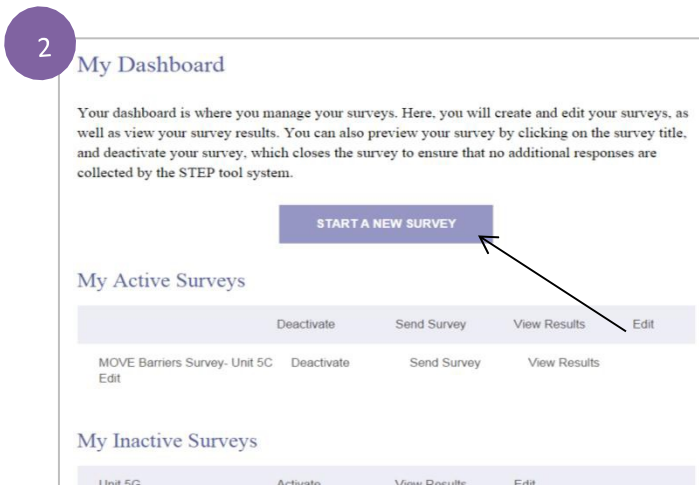
*Note: please create only one account per hospital.

To access the STEP Tool administration page, please go to: <http://step.knowledgetranslation.ca/admin/login>



1. Login to your account.

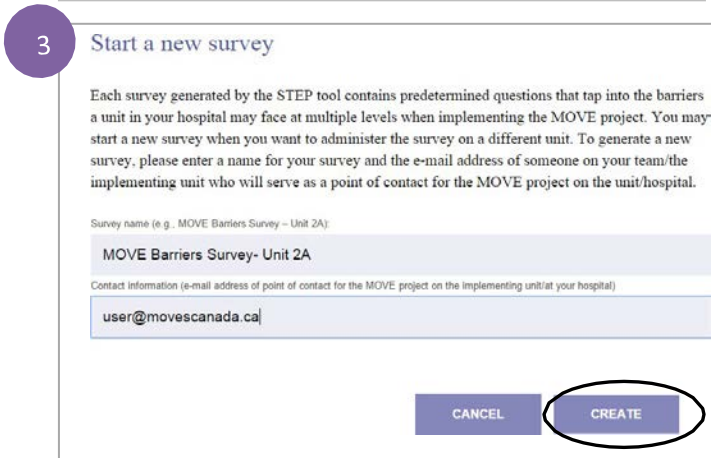
If you are a new user please click the **“Need to register?”** option on the sign in page



2. Once you login you will be directed to **“My Dashboard”** where you can create and edit surveys for your unit staff.
Please note: survey questions have been pre-generated by the STEP Tool, therefore you will not need to create your own questions.

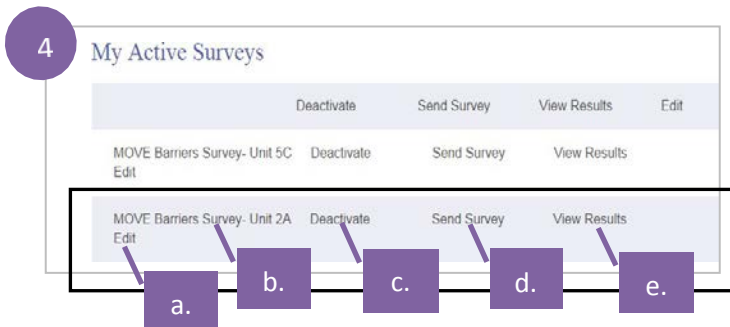
“My Dashboard” also gives you the option to preview, deactivate, and review the results of your surveys.

To create a new Barriers Survey for your unit staff click **“Start a New Survey”**



3. On the **“Start a New Survey”** page, enter the name of your survey in the **“Survey Name”** field. Please make sure to:
- include your unit name and also the name of the survey (i.e., MOVE Barriers Survey- Unit 2A)
- include in the **“Contact Information”** field, the email address of someone on your unit or implementation team who will serve as a point of contact for the MOVE project on the unit/hospital.

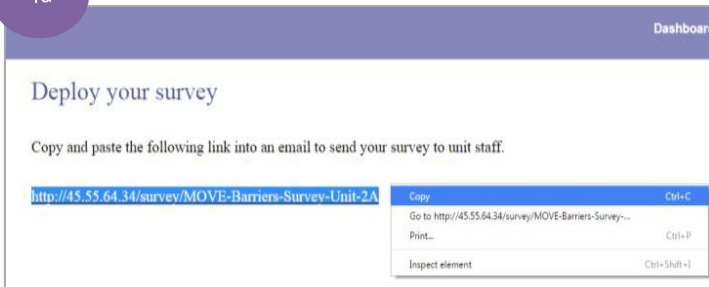
Click **Create**.



4. You will be redirected back to the **“My Dashboard”** and your new survey will appear under **“My Active Surveys”**. For your active survey you will have the option to:

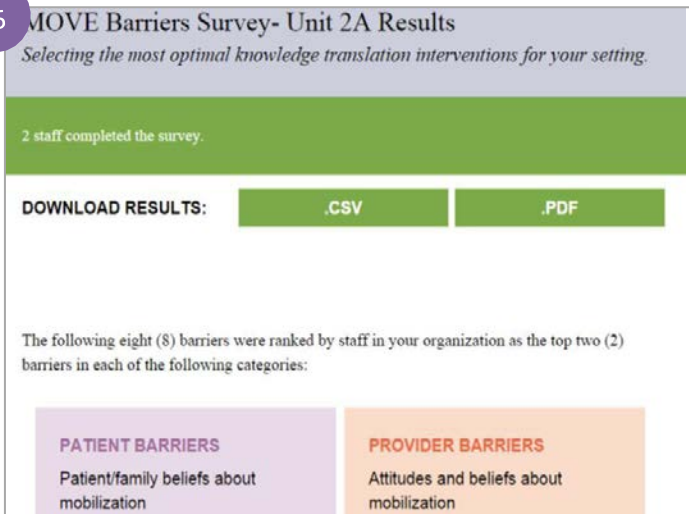
- Edit*: click **“Edit”** to edit the name of the survey or contact information
- Preview Survey*: click on the title of the survey to preview the survey that will be sent out to the unit

4d



- c. **Deactivate Survey:** click “**Deactivate**” to make the survey inactive to use for unit staff. You can choose to reactivate the by clicking “**Activate**” under “**My Inactive Surveys**”
- d. **Send Survey Link:** To access the survey link to administer to unit staff click “**Send Survey**”. Copy and paste the provided survey link and send the survey link to unit staff
- e. **View Results-** once the survey has been administered and completed by unit staff you can view the results by clicking, “**View Results**”. Note: the survey must be deactivated first to use this option. More information on “**View Results**” in **Step 5**.

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5. When the time to complete the survey is done, you will then need to deactivate your survey in order to view results of your survey. Click “**Deactivate**” (4c.) on your selected survey. The survey will then be moved to the “**My Inactive Surveys**” list. Click “**View Results**”

The results page provides you with the top 8 ranked barriers selected by your unit staff and is further categorized by type of barrier (Patient, Provider, Setting, and Implementation Barriers).

Please print and save a copy of this page for your records. Details on printing options are provided in Step 8.

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6. Scroll to the bottom of the “**View Results**” page to view the selected interventions based on the barriers selected by staff.

The selected interventions are organized by barrier categories ((Patient, Provider, Setting, and Implementation Barriers). Please make sure to scroll to the bottom of the page and click the following category to view the selected interventions (Patient, Provider, Setting, and Implementation Barriers).

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Patient/family beliefs about mobilization

Patient Barriers

Patient/family assumes a "sick role", or has a fear of falling

Domain 1 (of 2)

Interventions

Knowledge

DEFINITION

An awareness of the existence of something

CONSTRUCTS

- Knowledge (including knowledge of condition/scientific rationale)
- Procedural knowledge
- Knowledge of task environment

Bedside education (e.g. one-on-one coaching)

Bedside education delivered to patients and families that discussthe benefits of and strategies for mobilization during patient's hospital stay.

Patient posters

Posters that illustrate the benefits of and strategies for mobilization during patient's hospital stay. These can include posters that outline the biological.



7. A summary of the barriers selected for each barrier category will be provided (Patient, Provider, Setting, and Implementation Barriers). Each barrier category contains a summary page with the top 2 selected barriers for that group. The summary includes background and underlying constructs of the specific barrier and the selected strategies that are most appropriate to use in response to the selected barrier.

Once you are done viewing your selected interventions for the barrier category, print a copy of this page for your records and scroll to the bottom of the page and click the next barrier category to view the selected interventions for that barrier category.

Please print and save a copy of each barrier category/interventions summary page for your records. Details on printing options are provided in Step 8.

Saving and Printing Options

8. **Using Google Chrome:** You can save and print pdf version of the results and selected strategies by doing the following:
 - a. Click Print.
 - b. Click "Change" on the print summary page
 - c. Change destination to "Save as PDF" and click save on the print summary page. You will be prompted to save the document on your computer. Once you have saved the document in your computer files print and save a copy for your records.

Using Internet Explorer, Mozilla Firefox, or Safari: These programs do not have pdf functionality.

Print and save a copy of the results and selected strategies pages for your records.

Contact a MOVE implementation coach with any questions at info@movescanada.ca

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