



Instructions for online data entry

Evidence-Based Practice Surveys – Staff/Student

1. Before entering your survey data online, record the following information at the bottom left of the form:

Survey record number

The survey record number consists of three letters and a consecutively assigned number (eg. RSS/1). This is a unique number assigned during data entry to each record.

The three letters refer to the hospital where the surveys were distributed:

Code	Hospital	Code	Hospital
RSS	Dr Sardjito Hospital	PGH	Philippine General Hospital
SLM	Sleman District Hospital	JFH	Jose Fabella Memorial Hospital
KKU	Khon Kaen University Hospital		
KKH	Khon Kaen Hospital	IPH	Ipoh Hospital
KLS	Kalasin Hospital	USM	Kelantan Hospital

The number should be assigned consecutively to each survey as it is entered online (ie the first survey is assigned 1, the second survey 2, etc).

2. To start the online survey, go to the URL provided for the survey in the separate email. Please make a note of the on-screen instructions.
3. The question numbers on the paper survey form and online survey form do not match. When entering your data, please follow the question numbering on the **online** form.
4. **You cannot go back and change answers on pages already submitted.**
5. Each section of the survey (e.g. General Information, Health Information Needs, etc) is on a separate page. To move to the next page, press the 'Submit' button.
6. Please standardise your answers for the question regarding the respondent's hospital or student's training institution. For hospitals, please use either the hospital code or full hospital name as per the table above.
7. If respondents have circled more than one answer to a question, but only one answer can be entered online, please enter the **first** answer circled.
8. If you select an answer using the round radio buttons, but realise you shouldn't have given an answer to that question, you will not be able to deselect your answer. If this happens, please choose one of the following solutions:
 - a. if the question has an 'Other' option, please select 'Other' and type 'please ignore' in the 'Other' text field
 - b. if the question does not have an 'Other' option, please write a comment in red pen on the paper form and send an email with the survey record no., question no., entered response, correct response (i.e. the correct response should be 'no response') to mthomas@usyd.edu.au.
9. If you experience any problems in entering your survey data, please contact Melissa Thomas, mthomas@usyd.edu.au.