



GLOBALSURG 3: HOSPITAL LEVEL SURVEY USER GUIDE

Measuring global cancer surgical services

Survey structure

This survey will capture information on your hospital, together with the cancer services and care it can usually provide to patients. It has a total of 25 questions and will take around 15 minutes to complete. If you are not sure of the answer to any question please ask senior surgeons at your hospital and/or use resources such as theatre logbooks to guide you.

Deadline

The deadline for completing the survey is Monday 17th June 2019, 23:59 (BST).

Data collection

A paper data collection form which can be downloaded and printed is available to help you complete the survey. This can be accessed via the first page of the survey and by clicking [here](#).

Information will be collected on the following:

- Hospital information
- Cancer diagnostic tests
- Pre-operative management for patients with cancer
- Cancer care
- Surgical treatment and the cancer operations performed
- Emergency transport availability

Definitions are provided for certain terms, such as “oncologist”. These can be found in the question itself or below the area where answers are entered.

Hospital location information

We are aiming to use mobile technology to accurately record the location of hospitals globally. Although some studies have previously demonstrated the distribution of public hospitals providing emergency surgical care, the latitude and longitudinal co-ordinates were only available for half the included hospitals.

At the end of the survey, participants will be asked to send a Tweet from main entrance of their hospital. This should include the hospital name and the hashtag “#surgstreet”. Please

note you will need to activate the location function on your Twitter account – instructions on how to do this are included below and in the survey.

If Twitter is not available, or you do not have a Twitter account, google maps can be used to provide location details (see instructions below and in the survey).

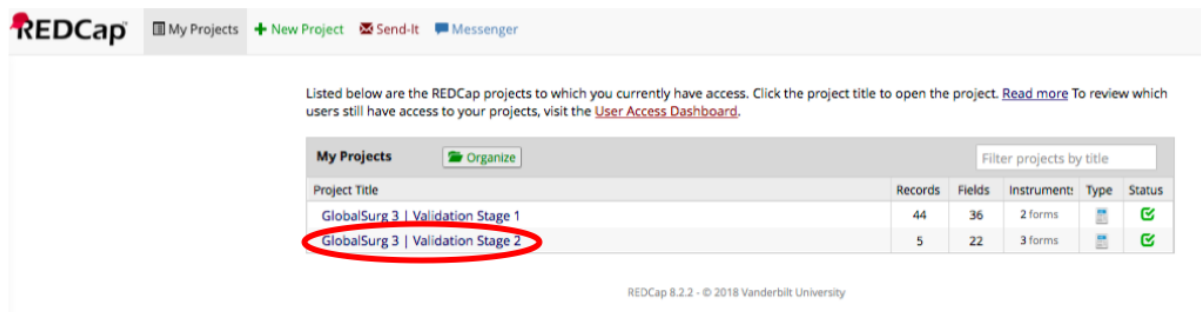
“Surgstreet” photographs

We are hoping to create a visual abstract of cancer care and surgical services across the globe, with the aim of increasing global surgery on the international research agenda. Participants will be asked to upload (via REDCap) simple photographs of the hospital building, anaesthetic machine and operation table. Please note these **must not** contain any images of patients, patient information (including visible in the background, for example written on white boards on theatre walls) or staff members.

Accessing the survey

As a GlobalSurg 3 validator you will receive an email with a link to the survey. You can access the survey in two ways:

- 1) through the link contained in the email or;
- 2) by logging into your REDCap validator’s account and navigating to ‘Validation – Stage 2’ in ‘My Projects’ as shown in the image below.



REDCap My Projects + New Project Send-It Messenger

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

Project Title	Records	Fields	Instrument	Type	Status
GlobalSurg 3 Validation Stage 1	44	36	2 forms		
GlobalSurg 3 Validation Stage 2	5	22	3 forms		

REDCap 8.2.2 - © 2018 Vanderbilt University

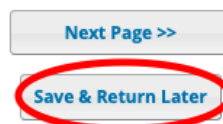
The survey

The survey has 8 pages and a progress bar is displayed at the top of each page. A paper data collection form which can be downloaded and printed to assist with completing the survey can be found on the first page or by clicking [here](#):



How to save partially completed surveys and return to the survey later

If you wish to return to complete the survey at a later time, click the **'Save & Return later'** button at the bottom of the page this will save your responses to the questions you have already answered:



You then have two options to return to the survey:

- 1) After clicking on the 'Save & Return later' button, enter your email address to be sent a weblink that allows you to return to your saved survey.

Your survey responses were saved!

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need the survey link to this survey.

Survey link for returning
You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. If you do not receive the email soon afterward, please check your Junk Email folder.

* Your Email address will not be stored.

Or if you wish, you may continue with this survey again now.

- 2) Log into your REDCap account and navigate to the *Validation – Stage 2* project as shown above in 'accessing the survey' section.

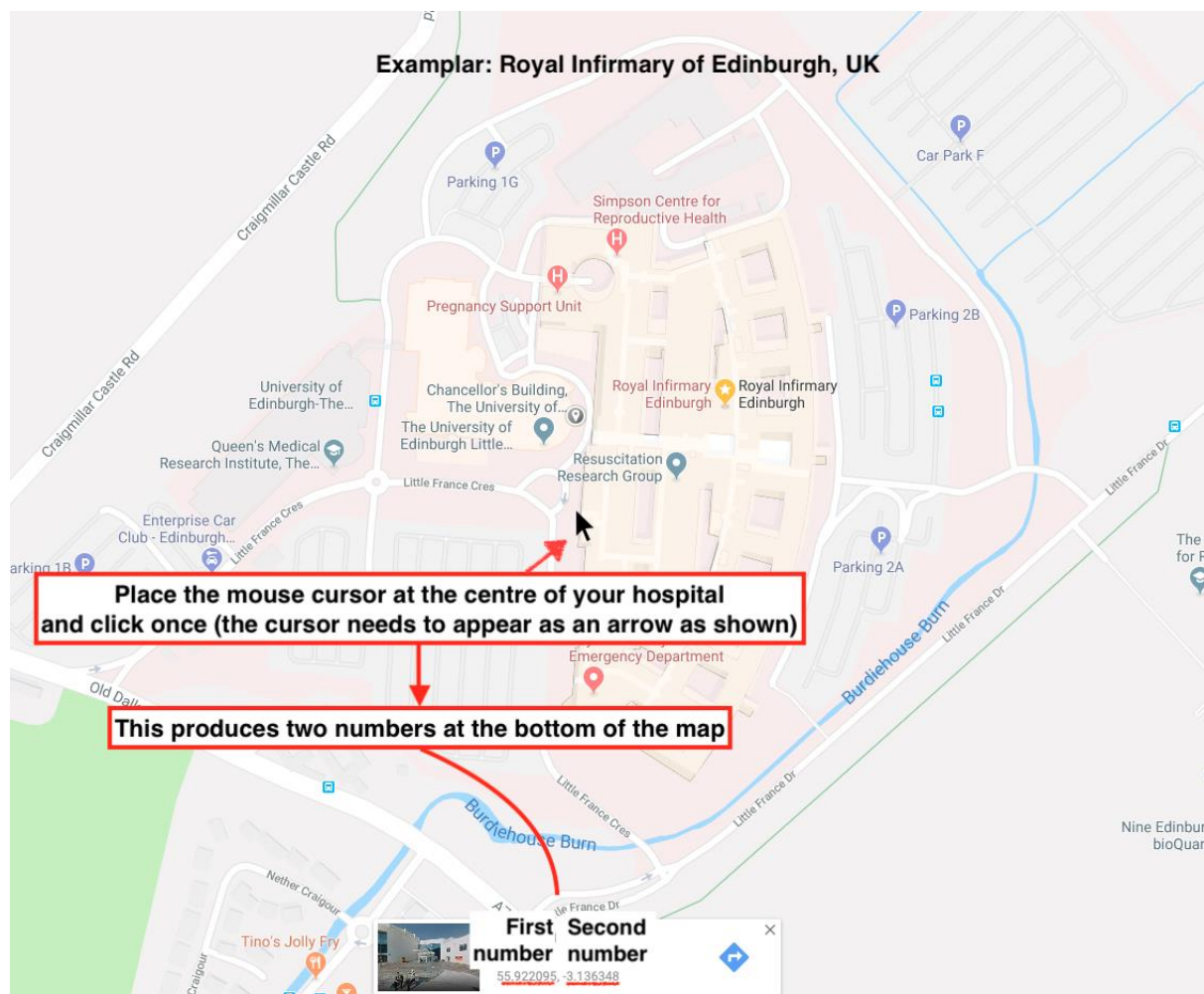
Geolocation information

As described above, we are attempting to determine the exact location of each hospital involved in GlobalSurg 3.

Sending geolocation in your Tweet: guidance on how to turn on geolocation for a Tweet can be found at: <http://bit.ly/tweetlocationGS>

If you do not use Twitter, you can enter your geolocation information directly into the survey (last page): Help on how to identify the latitude and longitude on Google maps can be found at <http://bit.ly/geolocationGS>, with a step-by-step guide also found below:

How to find the latitude and longitude of your hospital from Google maps:



The first and second numbers underlined in red in the box on the map should be entered into the appropriate place on the survey.

Need help?

If you need help with any aspect of the GlobalSurg 3 Hospital Level Survey, please email: enquiry@globalsurg.org.

Thank you for taking part!