



SURVEY MONKEY *Guide*

A basic guide to using Survey Monkey

To create an online version of the stress survey for your members we suggest you use Survey Monkey. Their website is www.surveymonkey.com

When you visit this site click on 'Sign up Free' then choose a username and password and enter your email address. (Note our template of 10 questions is the maximum allowed for the free use of Survey Monkey).

Click on **+Create Survey** in the upper right corner of your account and choose **Build a New Survey from Scratch**.

Once you create your survey, start by adding questions (which we provide the text – see below).

Always preview and test your survey before sending it to respondents so you can catch any mistakes.

Below is a simplified version of our Pinpoint the Pressure survey (Index 3 in the pack) which can be used to quickly create your survey online. The comments in the boxes below gives additional tips to assist you.

Survey monkey gives you options under its 'Builder menu. For this survey please select '**multi-choice**'.

1. Do you feel you are stressed by your work?

- Yes
- No

2. Which of the following causes do you feel contribute to your stress?

- Insufficient learning opportunities
- Lack of control
- Relationships at work
- Change
- Work environment
- Demands of your job

Q2 above allows the participant to select more than one answer. Survey monkey gives you an option to tick which states "**allow more than one answer to this question**" Please tick this option.

3. Is there any particular aspect of your work that create stress for you or other colleagues?

Q3 allows for the participant to add their own comments. To enable this function - you need to select the comment box from the drop down menu provided at the top of the question it will be set as '**multiple choice**, so change it to **comment box** instead.

Q4 see below also allows for more than one response – so remember to tick the "**allow more than one answer to this question**"

4. What is causing you to overwork?

- Faster rate of work
- Insufficient or no administrative time
- to complete required clinical tasks
- to complete required non-clinical related tasks
- Not enough therapy staff cover
- Not enough specialised or senior physiotherapists available
- Higher demands/expectation from others
- Inadequate training
- Other (please specify)

Please note you don't have to include this text '*Other (please specify)*' as Survey Monkey provides you with this option - you just tick the box titled '**Other**' and the text with a comment box is automatically included.

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Q5 to Q10 - only one answer is required for these questions below so the 'allow for more than one answer' option should remain blank.

5. When staff are away from work because of long term leave such as for maternity, unfilled vacancies, sickness are replacement staff provided?
 - Yes always
 - Sometimes
 - Rarely
 - No, never
 - Don't know

6. Are you able to take time off for your rest break and lunch/dinner breaks?
 - Yes always
 - Sometimes
 - Rarely
 - No, never

7. Do you ever stay late or come in early to complete work (i.e. work unpaid outside your regular hours of work)?
 - Yes
 - No (if so please skip the next question)
 - Sometimes

8. On average, approximately how long each day do you spend doing unpaid work to keep up with your workload?
 - Less than 10 minutes
 - 10-20 minutes
 - 20-30 minutes
 - 30-45minutes
 - 45-60 minutes
 - More than 60 minutes

9. Are you provided with sufficient equipment/resources/supplies to do your job?
 - Yes
 - No
 - Sometimes

10. Do you feel that the stress you are currently experiencing is unreasonable?
 - Yes
 - No

Don't forget to preview your Survey Monkey as it allows you to see whether the options to give multi responses or not, or to include own comments has been correctly set up.

Survey Monkey does allow you to anonymize your responses and we would encourage you to select this option and notify your members that you have done this. Once you have completed your survey design click on '**Collect Responses**' and then under '**How would you like to collect responses to your survey?**' select the '**web link**' option. This will provide you with a web link address which you can then copy and paste into your email to your members. Refer to Index 2 of the resource pack which is our cover letter to members for suggested wording for this email.

Finally, at any time you are exiting this site, don't forget to save your work. To sign out there is a drop down menu provided under your user name located in the top right corner of your screen.