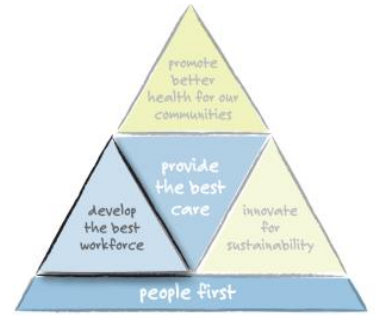


# 2013 VCH People First Survey

## Quick Tips for EMPLOYEES



### Key Messages

- Safety and Engagement are embedded into everything we do at VCH
- This survey is simply a tool to assess our safety and engagement culture  
The results are owned by all of us. It's your survey so take part. It's worth it!

### Survey Quick Facts

- Survey open between June 5 and June 28
- All regular and temporary full-time and part-time VCH staff, and physicians, will be invited to participate
- The survey will be administered by Gallup
- Employees complete online or in paper form, Physicians complete online
- Employees with a VCH email will receive an email directly from Gallup with a link to Gallup's secure website, and a unique access code
- Paper invitations will also be sent to each department in personally-addressed envelopes

### Accessing the Survey

- Follow the link provided in the email from Gallup or
- Complete the paper survey delivered to your department or
- Cut and paste the link provided on the paper survey into your web browser
- Survey is accessible 24 hours/day, 7 days/week during the access period, June 5 – June 28
- Employees will be given time at work to complete the survey. It takes just 5-7 minutes to complete.

### Privacy & Confidentiality

- The survey is completely confidential – managers cannot see individual employee results
- Participation in the survey is voluntary, but participation rates help to shape your unit/department's future work
- Interpret the survey questions in terms of what they mean to you. Answers should reflect your immediate workplace environment, and the team to which you belong

### Survey Results

- Survey results will be provided to managers in the fall
- Results will be used to identify engagement, safety, and quality-improvement action plans

### What to do ....if you have:

- **Lost the paper copy of your survey, deleted the Gallup email, or misplaced your unique Access Code:** Contact [q12help@gallup.com](mailto:q12help@gallup.com)
- **Joined a lower mainland consolidated department :** complete the survey that corresponds to your current health authority



Questions? Email us at [VCHSafetyandEngagementSurvey@vch.ca](mailto:VCHSafetyandEngagementSurvey@vch.ca)