

GP Education: A Guide for Organisers: Setting up a Pre-Course Questionnaire

- **If you ask your audience in advance what they want to cover at an event you will¹:**
 - Help them to think about their own practice and learning needs
 - Increase their involvement and satisfaction in the course
 - Help the speakers to plan their sessions to meet the needs of those attending
 - Increase the likelihood of learning being relevant and used to improve practice
- **Step 1: Create the questionnaire:**

eg.

Mid Wessex Refresher Pre-Course Survey

1. How much understanding do you feel you *already* have about each of the topics?

	Little understanding: I want to discuss basics	Some understanding: I want to discuss conditions in general practice	Good understanding: I want to discuss complexity in general practice	Excellent understanding: I want to discuss high level complexity	I am not attending this session
Topic 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Topic 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Topic 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

2. What *specifically* would you like to take away from the course about each topic?

Topic 1

Topic 2

Topic 3

3. What topics would you like to cover at future courses and why?

Done

- **Step 2: Email the survey to everyone attending**

eg.

Please would you complete this short questionnaire on what you want from the course next week.

There are only 3 questions. Please could you answer them this week.

When you complete it you will:

**Help the speakers plan their sessions so they are more likely to meet your needs.
Start your thinking about each topic, which will help you learn more on the day.**

Please note: Before you click "Done" to submit your answers you may wish to save your responses as a web page (via your web browser) to use with your reflections for appraisal.

Many thanks for taking a couple of minutes to fill it in, the survey can be found at: <https://www.surveymonkey.com.....>

- **Step 3: Email a link for results to your speakers**

How to create the above survey in Survey Monkey (Step 1):

- > Register with the website
www.surveymonkey.net
- > Log in
- > “Create new survey”
- > “Build new survey from scratch”
- > Name your survey
- > “Let’s Go!”
- > “Add a new Question”

- Q1** > “Matrix/Rating Scale”
Rows > Add your specific topic titles
Columns > Add your quantifiers

Matrix / Rating Scale

Q1: How much understanding do you feel you *already* have about each of the topics?

Make this a single-row rating scale (remove row choices).

Rows

Topic 1

Topic 2

Topic 3

Columns

Little understanding: I want to discuss basics

Some understanding: I want to discuss standard conditions in general practice

Good understanding: I want to discuss complexity in general practice

Excellent understanding: I want to discuss high level complexity

I am not attending this session

Add an "Other" Answer Option for Comments

Label: Comments

Size: Single Line of Text, 100 characters

Validation: Don't validate this answer.

Add Next Question Save Cancel

- Q2** > “Multiple Textboxes”
Labels > Add your topics

Multiple Textboxes

Q2: What *specifically* would you like to take away from the course about each topic?

Textboxes

Label 1: Topic 1

Label 2: Topic 2

Label 3: Topic 3

Only Allow Numerical Data

Use previous answer choices (carry forward responses)

Add Next Question Save Cancel

- Q3** > “Single Textbox”

Single Textbox

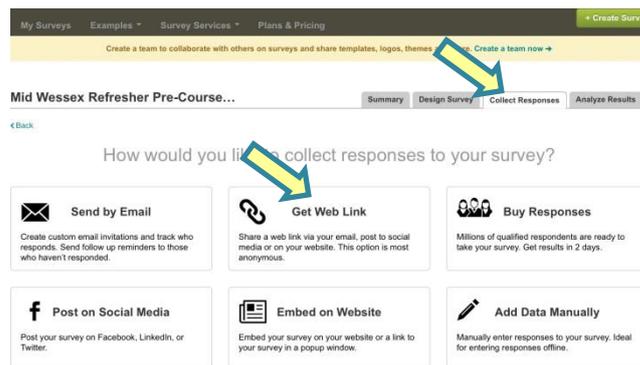
Q3: What topics would you like to cover at future courses and why?

Add Next Question Save Cancel

How to create weblinks in Survey Monkey to send in emails (Steps 2 & 3):

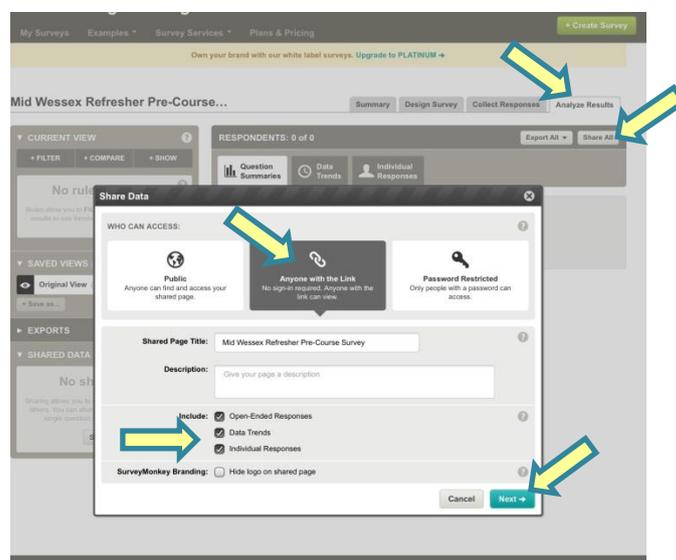
For Attendees:

- Generate a link to complete the survey:
 - > “Collect Responses”
 - > “Get Web Link”
 - Copy the weblink (https://...)
 - Paste link into an email
 - Send to those attending
 - (Responses will be anonymous)



For Speakers:

- Generate a link to view results:
 - > “Analyse results”
 - > “Share all”
 - > “Anyone with link”
 - > Tick all boxes under “include”
 - > “Next”
 - Copy the weblink (https://...)
 - Paste link into an email
 - Send to speakers
 - (Results will be viewed “live”)



Once you have a survey you can simply copy it when you want to create future surveys:

- > Log in > “Create new survey”
- > “Edit a copy of an existing survey” > “Select existing survey”
- Choose your original survey, rename the copy and add your new topics

Use & Distribution:

This guide was written as a result of a dissertation for an MA in Medical Education at Winchester University:

1. O'Reilly H (2016) "How are GPs' educational needs met by specialist-led large group education events?"

The most up to date version can be found at <https://www.wgpets.co.uk/wessexgptutors>

This guide is freely available but users (and speakers) are requested to complete a short feedback survey:

Please leave feedback: <https://www.surveymonkey.co.uk/r/DZN779V>

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