# Safety Climate Survey

# General Practice Reflection Sheet

Please use this form to summarise your practice discussions and action plan on your patient safety climate report. You should submit this completed form to Safety in Practice at audit@safetyinpractice.co.nz. This resource was developed with guidance from RNZCGP.

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| **Practice Name** |  |
| **Date of team discussion** |  |
|  | **Admin staff** | **Nursing staff** | **GP/Medical** | **Others e.g. managers** |
| **Number of practice team members** |  |  |  |  |
| **Numbers completed survey** |  |  |  |  |
| **Number of staff at team discussion** |  |  |  |  |
| **What positive aspects of your team’s safety culture were highlighted in the report and your discussions?**  |
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| **What aspects of your safety culture do you as a team feel you could improve?**  |
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| **What steps will you take to improve these aspects of your safety culture?** |
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| **What else might you change to improve your safety culture?** |
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| **Would you like any support or guidance to make changes in your practice? If so, what would be useful?** |
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| **Cornerstone Standards 2016 \*****Indicator 38: There is a culture of safety and teamwork in the practice** |
| **For practices using this as their Team Assessment Survey for Cornerstone please also complete the following:** |
| **Criteria 38.1 The practice undertakes a regular assessment of the team culture and approach to patient safety** |
| Completing the Safety Climate Survey and writing an improvement plan has been specifically endorsed by RNZCGP as an appropriate tool for involving all staff in the practice in a discussion around safety culture and systems.(Please note the above in your self-assessment within QA2QI and have a copy of the survey as evidence for your assessment visit). |
| **Describe how the survey was undertaken and collated so that it was anonymous for staff:** |
| When undertaken as part of the Safety in Practice programme, practices are given a weblink for the online survey which staff members complete anonymously on their own. Once all members of the team have completed the survey someone from the practice lets the Safety in Practice team know and the responses are collated into a report for them. This is then sent back to the practice to review and reflect on the summated responses. Categories where these is only one respondent would not be reported back in the comparators between different roles in the practice. These processes ensure that the responses are anonymous. |
| If the process you used was different to the above then please outline:  |
| **Criteria 38.2 – There is a process to disseminate practice information to all team members.** |
| While the criteria is considering dissemination of practice information in general, the process you have used while undertaking the Safety Climate Survey, reflecting on the results, discussing together as a team, creating an improvement plan which is then also dissemination to all members of the team, can provide good examples you can use as evidence for this criteria.Evidence might include:* Staff notice board photo
* Intranet
* Communication book
* Minutes of practice meetings

Photos or examples of these can be uploaded onto QA2QI or you can have them available to be visualised by the assessor on the day or your practice Cornerstone assessment visit. |
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| **Attach a copy of the Safety Climate Survey aggregated responses to this record for assessor to view or upload onto QA2QI** |
| **\*** also applies to 2011-2014 Cornerstone standards |