



## Instructions for Distributing the Barriers Questionnaire

The barriers questionnaire has been developed to identify factors that impede the delivery of enteral nutrition to critically ill patients. The results of this barriers assessment will complement the data on your nutrition performance collected during the International Nutrition Survey. The barriers assessment should be completed at the same time as the data collection for the International Nutrition Survey in May/June 2011.

The purpose of this document is to outline the steps to successfully co-ordinating the distribution and collection of the barriers questionnaire to all full- and part-time ICU physicians, ICU leadership, dietitian(s), and a random sample of 60 nurses working in your unit.

### STEP 1 Pre- distribution

#### 1. *Method of distribution*

Decide on the optimal mode of distribution within your ICU. The questionnaire will be provided in two formats paper-based and online. Use your previous experience of conducting surveys in your unit to select the best method to maximize response rates. You may choose to use one method for all respondents, provide respondents with an option, or you may wish to use a different method for different professional groups. You should have received the paper-based version by email and it is available to be downloaded on our website [www.criticalcarenutrition.com](http://www.criticalcarenutrition.com). Please email Lauren Murch at [murchl@kgh.kari.net](mailto:murchl@kgh.kari.net) for a link to the online version of the questionnaire.

#### 2. *Obtaining a random sample of nurses*

Obtain a list of all full- and part-time nurses that work in your ICU. Assign each nurse a consecutive ID number starting with 1. Contact Lauren Murch, Project Assistant, with the total number of nurses within your nursing pool. She will provide you with a list of 60 randomly selected nurse ID numbers to whom to send the barriers questionnaire. Given that response rates may not be 100%, we are oversampling to ensure that we receive a minimum of 30 completed questionnaires.

#### 3. *Total number of dietitians and physicians*

Contact Lauren Murch, Project Assistant, with the total number of dietitians and the total number of physicians working in your ICU. This is so we can track response rates.

#### 4. *Contact details*

If required, obtain the necessary contact details (e.g. e-mail address) for the ICU staff to whom the questionnaire will be sent.

#### 5. *Pre-contact*

At least 1 week prior to distributing the barriers questionnaire, send an e-mail/memo to all ICU staff informing them of your participation in the International Nutrition Survey and asking for their co-operation in completing a short questionnaire on barriers to providing enteral nutrition to their patients (see template of memo). We also encourage you to advertize the questionnaire within your ICU using the posters available on our website.

### STEP 2 Distribution

#### 1. *Distribute the questionnaire*

Paper-based: Copy the required number of barriers questionnaires and either give them to each individual or place in their mail box. You may wish to place a secure box in a central location in your ICU for collecting the completed questionnaires. Ensure that the method of returning the



questionnaire and date for completion is clearly communicated to the respondents. We suggest that you provide a date approximately 2 weeks after the original distribution date.

E-mail / Online: E-mail the identified ICU staff with a request to complete the questionnaire. Either attach the pdf version of the barriers questionnaire for them to print and complete and / or provide a link to the online version of the questionnaire.

## 2. *Reminders*

One week after distributing the questionnaire send a 'friendly reminder' to complete the questionnaire by the requested due date. A day before the requested due date, send a final reminder, including another copy of the barriers questionnaire (see template of reminders).

## **STEP 3 Collection**

1. Enter the completed paper-based versions of the questionnaires online. Lauren Murch ([murchl@kgh.kari.net](mailto:murchl@kgh.kari.net)) will provide you with a URL. The online version will automatically be sent to CERU. Please contact Lauren Murch, Project Assistant if you have concerns regarding this data entry procedure.

If you have any questions or comments, please contact us:

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**Thank you for your participation!**



## Templates for Memos

### 1. Pre-Distribution Memo

*To be sent 1 week prior to the distribution of the barriers questionnaire*

Our ICU is participating in the International Nutrition Survey. As part of this study, we are asking that ICU Staff fill out a questionnaire on barriers to feeding patients. This short questionnaire should take you approximately 5 minutes to complete, and we ask for your co-operation in promptly submitting your completed questionnaires. Your opinions are very important! Of course, your participation is voluntary.

The aggregated results of this questionnaire, combined with the results on our nutrition performance from the audit of our nutrition practices, will be used to inform future quality improvement activities with the goal of optimizing nutrition therapy for our patients.

Please feel free to contact <<INSERT LOCAL CONTACT>> at <<CONTACT INFO>> if you have any questions about this process, or about our participation in the International Nutrition Survey. Thank you for your participation.

### 2. First Reminder Memo

*To be sent 1 Week after distribution of the barriers questionnaire*

Approximately one week ago you received a questionnaire on barriers to providing enteral nutrition to your critically ill patients. If you have already completed this questionnaire, thank you very much for your participation. If you have not yet completed this questionnaire, please do so as soon as possible. We would like to collect all responses prior to <<INSERT DATE>>. This short questionnaire should take you approximately 5 minutes to complete. Your opinions are very important! Of course, your participation is voluntary.

We have once again provided you with a <<INSERT FORMAT paper/pdf/online>> version of the questionnaire. To return this questionnaire, <<INSERT RETURN INSTRUCTIONS:

Paper-based/pdf: a secure box has been placed in <<location>> for you to submit completed questionnaires.

Online: N/A>>

Please feel free to contact <<INSERT LOCAL CONTACT>> at <<CONTACT INFO>> if you have any questions about this process, or about the International Nutrition Survey. Thank you for your participation.

### 3. Final Reminder Memo

*To be sent the day before the deadline*

Approximately two weeks ago you received a questionnaire on barriers to providing enteral nutrition to your critically ill patients. This barriers assessment represents an integral part of our participation in the International Nutrition Survey, and so it is important that we receive as many responses as possible before the deadline. We believe that by having a better understanding of the barriers we face in feeding our patients, we will be able to implement changes that will lead to significant improvements in nutrition practices and clinical outcomes for our patients.

If you have already completed this questionnaire, thank you very much for your participation. If you have not yet completed this questionnaire, we kindly request that you submit your completed questionnaire by tomorrow, <<INSERT DATE>>. This short questionnaire should take you approximately 5 minutes to complete. Your opinions are very important! Of course, your participation is voluntary.

We have once again provided you with a <<INSERT FORMAT paper-based/pdf/online>> version of the questionnaire. To return this questionnaire, <<INSERT RETURN INSTRUCTIONS:



Paper-based/pdf: a secure box has been placed in <<location>> for you to submit completed questionnaires.

Online: N/A>>

Please feel free to contact <<INSERT LOCAL CONTACT>> at <<CONTACT INFO>> if you have any questions about this process, or about the International Nutrition Survey. Thank you for your participation.