

[Name]
[Address line 1]
[Address line 2]
[Address line 3]
[Postcode]



Dear [Name],

Scottish Trauma Audit Group – Patient Reported Outcome Measures Survey

You may remember that around six months ago you filled in a questionnaire whilst in hospital. You agreed at this time that it would be okay if we sent you another questionnaire to complete in six months time.

We would like you to help us understand how your health is following your injury.

Answering the questions in this questionnaire will help us to understand how your quality of life is now compared to what it was like before you were injured. The questionnaire also asks about your experiences of your local health service since leaving hospital. This information will help us to improve care for future patients. **Your views are very important to us.**

More information on the survey including an explanation of the project, questionnaires and Privacy Notice can be found online at www.stag.scot.nhs.uk

Taking part in this survey is **voluntary and you can choose not to take part at any point. This will not affect your future care in any way.**

If you wish to take part in this survey please complete the enclosed questionnaire. The questionnaire can be filled in and returned in the enclosed pre-paid addressed envelope or if you would prefer you can fill in the questionnaire online at *[#insert web link#]* using the login details provided below.

Username: *[insert username]*

Password: *[insert username]*

If you would like to opt-out of this survey at any point you can either return the blank questionnaire in the envelope provided or phone the survey helpline (0800 917 1163).

If you have any questions or need help to complete the questionnaire phone the survey helpline (0800 917 1163).

Please see the front page of the paper questionnaire or online questionnaire for instructions on how to fill it in.

If you would rather not fill in this questionnaire and would also prefer not to receive another one in six months time, please return the blank questionnaire in the envelope provided. Your details will then be removed from the survey.

We hope that you are able to help us by completing this questionnaire.

Please see the back of this letter for further information and frequently asked questions.

Yours Sincerely

Mrs Angela Khan

National Clinical Coordinator, Scottish Trauma Audit Group

Email: pns.isdstag@nhs.net

Do I have to answer every question?

No – taking part is voluntary and you don't have to answer every question if you don't want to. Please fill in as much as possible though because your responses are important to us.

Can someone help me with the questionnaire?

Yes – a relative, friend or carer may help you to fill in the questionnaire, but please remember that the answers should all be from your point of view.

What if I can't remember what I said on my other questionnaire?

That is okay. We are interested in knowing how you are now and the health care you have received since leaving hospital.

How did you get my name and address?

When you were in hospital you completed the first part of this survey. You were also given information about the Scottish Trauma Audit Group who collect information about patients who have had an injury. This information is held by NHS Scotland on a database as explained in the Patient Information Leaflet you were given (<http://www.stag.scot.nhs.uk>). Your name and address have been passed to Quality Health Ltd., only so that they can send you this letter and questionnaire. They are required to destroy this information once the survey mailout has been completed. They do not have access to any other information about you.

Why is this survey needed?

The survey responses will help us to better understand how injuries like the one you had impact on people's lives. They will also help us to improve services in particular in relation to the new trauma networks across Scotland.

The survey responses will be analysed by information analysts based at Public Health Scotland. They will provide local and national reports to hospitals, Health Boards and the Scottish Trauma Network. The Scottish Trauma Audit Group will also include results of this survey in their annual National Report which can be found at www.stag.scot.nhs.uk. In all of the results reported publicly no individuals will be identifiable.

Who can access my survey responses and how will they be used?

Access to your individual responses is very tightly controlled and is restricted to authorised individuals within Public Health Scotland, the Health Board(s) where you received treatment following your injury and Quality Health Ltd. Your responses will be stored securely and confidentially.

The survey dataset – containing individual responses linked to the Scottish Trauma Audit Group data will be accessed and analysed by information analysts employed by Public Health Scotland. Individual clinicians and others involved in your care will also be able to view your responses. They will have the ability to review your responses to this questionnaire and link these with the data collected about your care through the Scottish Trauma Audit Group using the unique identification number on the questionnaire.

This will allow them to assess if any aspect of the care you were given following your injury may have impacted on the outcomes that you have noted in your responses in the questionnaire. This means that clinicians and others within Health Boards will be able to use this information to improve the care of patients who have suffered injury in the future and therefore improve the quality of life for those patients.

Only those directly involved in your care within the Health Boards will be able to access identifiable information and be able to link your responses to this questionnaire with those in the Scottish Trauma Audit Group.

An anonymised version of the survey dataset could in the future be shared with a third party for additional analysis or to be linked to other data sources. This will only be done with the approval of the Scottish Trauma Audit Group and the relevant NHS research, ethics and governance groups.

Our full Privacy Notice is available at www.stag.scot.nhs.uk.

Any forward sharing of information will only include anonymised data, no identifiable information will be shared.