

University at Buffalo Office of Graduate Medical Education
Resident Survey Management Procedure
March 2008

General Information:

All resident survey management activities can be accessed from one site.

To access resident survey information, enter <http://survey.med.buffalo.edu/survey/admin> in the address bar of your internet browser and press ENTER or click on GO. (As with all GME internet applications, this procedure will work best using the *Internet Explorer* browser). Your screen will look like this:



A screenshot of a web form for login. It contains two text input fields: "User Name:" and "Password:". Below the "Password:" field is a "Submit" button.

Log in using your Department User Name and Password. *User Names and Passwords are program specific. If you have lost your user name or password, please e-mail Jason Crosby at jscrosby@buffalo.edu or call the Office of Graduate Medical Education at 829-2012.*

The next screen will display a listing of surveys assigned to your department. The listing will appear similar to the following:



A screenshot of a web page titled "Surveys for SUR". It lists four surveys, each with a link to "Respondants":

Attending Teaching Evaluation - Surgery	Respondants
Chief Resident Peer Evaluation - Surgery	Respondants
Clinical Experience Evaluation - Surgery	Respondants
Resident Fellow 405 Work Hours Survey	Respondants

An arrow points from the "Resident Fellow 405 Work Hours Survey" link to the text below.

To view survey information, click on the name of the survey you are interested in.

Access to survey results is provided to programs whenever possible. Determination of accessibility is made in accordance with ACGME and UB GME guidelines.

To View Survey Results:

Once you have selected the name of the survey you are interested in, the next screen will list each of the time periods for which residents in your program are/were scheduled to participate in the survey:

Complete listing			
Resident Fellow 405 Work Hours Survey			
Results	Respondants	3/28/04 12:00:01 AM	3/31/04 11:59:59 PM
Results	Respondants	4/4/04 12:00:01 AM	4/7/04 11:59:59 PM
Results	Respondants	4/11/04 12:00:01 AM	4/14/04 11:59:59 PM
Results	Respondants	View All	

Select **Results** to the left of the dates you are interested in.

Survey results for your program will be displayed on the next screen.


You can “drill down” to get more specific information about certain responses, by clicking on the answers in the right column.

View Complete Listing	
View Period Listing	
Program Year	
1	1
2	1
3	2
4	1
5	0
6	0
7	0
Resident Fellow 405 Work Hours Survey	
View Respondants	
I am not required to respond to this survey for the following reason	0 Not Applicable
	3 Vacation
	0 Medical Leave
	0 Other
Please specify other.	0
Please enter the number of hours you worked during the survey week? (enter a number only)	0
Were you engaged in employment outside your residency training program during the survey week (moonlighting)?	0 Yes
	0 No
Where and when were you engaged in employment outside your residency training program?	0
Were you on night or weekend call at any time during the survey period?	0 Yes
	0 No
Was this call in-house or from home (beeper)?	0 in-house
	0 from home (beeper)
Monday	0
Tuesday	0
Wednesday	0
Thursday	0
Friday	0
Saturday	0
Sunday	0

Survey Results and drill down options are available whenever the number of responses is 4 or more.

Monitoring Resident Participation

Program Coordinators can easily monitor resident participation from the survey site. Response information is reported in real time.



The screenshot shows a web interface for monitoring survey participation. At the top left, there is a link labeled "Complete listing". Below this is the title "Resident Fellow 405 Work Hours Survey". A table follows, with four rows. Each row contains two columns of date ranges. The first column of each row has two links: "Results" and "Respondants". The second column has a "View All" link. An arrow points to the "Respondants" link in the first row.

Results	Respondants	3/28/04 12:00:01 AM	3/31/04 11:59:59 PM
Results	Respondants	4/4/04 12:00:01 AM	4/7/04 11:59:59 PM
Results	Respondants	4/11/04 12:00:01 AM	4/14/04 11:59:59 PM
Results	Respondants	View All	

To monitor resident participation, select **Respondants** to the left of the dates you are interested in. The listing of residents who have completed the survey and those who have not will then be displayed.