

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

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## 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 logging in. It contains two text input fields: 'User Name:' and 'Password:'. Below these fields 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](mailto: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':

Surveys for SUR	
<a href="#">Attending Teaching Evaluation - Surgery</a>	<a href="#">Respondants</a>
<a href="#">Chief Resident Peer Evaluation - Surgery</a>	<a href="#">Respondants</a>
<a href="#">Clinical Experience Evaluation - Surgery</a>	<a href="#">Respondants</a>
<a href="#">Resident Fellow 405 Work Hours Survey</a>	<a href="#">Respondants</a>

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:

<a href="#">Complete listing</a>			
<b>Resident Fellow 405 Work Hours Survey</b>			
<a href="#">Results</a>	<a href="#">Respondants</a>	3/28/04 12:00:01 AM	3/31/04 11:59:59 PM
<a href="#">Results</a>	<a href="#">Respondants</a>	4/4/04 12:00:01 AM	4/7/04 11:59:59 PM
<a href="#">Results</a>	<a href="#">Respondants</a>	4/11/04 12:00:01 AM	4/14/04 11:59:59 PM
<a href="#">Results</a>	<a href="#">Respondants</a>	<a href="#">View All</a>	

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.

<a href="#">View Complete Listing</a>	
<a href="#">View Period Listing</a>	
<b>Program Year</b>	
1	1
2	1
3	2
4	1
5	0
6	0
7	0
<b>Resident Fellow 405 Work Hours Survey</b>	
<a href="#">View Respondants</a>	
I am not required to respond to this survey for the following reason	0 <a href="#">Not Applicable</a>
	3 <a href="#">Vacation</a>
	0 <a href="#">Medical Leave</a>
	0 <a href="#">Other</a>
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 <a href="#">Yes</a>
	0 <a href="#">No</a>
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 <a href="#">Yes</a>
	0 <a href="#">No</a>
Was this call in-house or from home (beeper)?	0 <a href="#">in-house</a>
	0 <a href="#">from home (beeper)</a>
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 displays survey periods with columns for "Results" and "Respondants" links, and date ranges. An arrow points to the "Respondants" link in the first row.

<a href="#">Results</a>	<a href="#">Respondants</a>	3/28/04 12:00:01 AM	3/31/04 11:59:59 PM
<a href="#">Results</a>	<a href="#">Respondants</a>	4/4/04 12:00:01 AM	4/7/04 11:59:59 PM
<a href="#">Results</a>	<a href="#">Respondants</a>	4/11/04 12:00:01 AM	4/14/04 11:59:59 PM
<a href="#">Results</a>	<a href="#">Respondants</a>	<a href="#">View All</a>	

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.