2018 AAAEM - AACEM Benchmarking Surveys

New & Noteworthy
Best Practices for Success
Survey Tools Quick Reference Sheets
AAAEM/AACEM Benchmarking Survey
New & Noteworthy in 2018

**Faculty Salary**
- NEW columns: DO NOT copy and update from your last submission
  - *Exclusive Nocturnist*: 100% night shift faculty
  - *Total Years of Active Service*: years the faculty have been active in academic EM faculty endeavors. This is intended to remove the time spent on leave / sabbatical for faculty that affect promotion.

**Department Worksheet**
- A subset of faculty, plus all residency and research questions will now be its own spreadsheet and cover your department/division instead of being part of your academic site’s submission.
  - If your EM department/division has more than one distinct faculty, residency, and/or research enterprise, contact Roundtable Analytics and they will ensure you can report them appropriately.

**Research Section Tweaks**
- We’ve teamed up with the SAEM research committee and added or modified a few questions to ensure we’re getting at the data we need.
  - Note: some questions are now stratified by junior vs senior faculty

**Hospital / ED Worksheet**
- MAJOR REORDER! We tried to keep similar questions together - all patient counts, all time metrics, etc. to help out your analysts.

  **Patient Population / Visit Counts**: streamlined visit reporting
  - Instead of lumping discharges with all walkouts and others besides admits / hospitalized obs, enter the actual number of each disposition in each line. Any disposition not listed, including expired patients, will be accounted for in the “disposition not listed above” number.

  **Pediatric Visits**: only include pediatric numbers if in your dataset
  - If you have a separate Pediatric ED or Peds pod AND can separate your data, leave that value as blank or near 0 (if you manage a few traumas, etc.).

  **Treatment Spaces**: new statistic to determine bed hour utilization
  - Enter how many spaces you operate and how many hours per day each one of those spaces stays open.

  **Length of Stay**: additional metrics
  - Bed to Disposition in the Main ED
  - Fast Track Total Length of Stay
  - Four hour grouping for patients boarding between 8-24 hours

  **Nursing Questions**: staffing questions by area worked and nursing FTEs
Best Practices for Success

1. Identify Your Supporters Early
   This is an incredibly robust survey. Look for colleagues who can support you.

2. Understand the New Format
   Enter one ED’s responses on one ED questionnaire. Don’t combine data from different EDs into a single spreadsheet. Use a single EM Departmental Questionnaire (e.g. for Research questions), a single Faculty Salary Questionnaire and a single APP Salary Questionnaire for your institution.

3. Note the Sections
   The questionnaires are divided into sections to help you parse out data gathering tasks to your team.

4. Do a Quick Glance & Utilize Comments
   Review the entire survey early on. Use the Comments column to tag who will be pulling each data point. You can send a copy of the spreadsheet to each person, or just copy their questions into a blank spreadsheet using Paste Special.

5. Combine and Review
   Review and integrate answers into a master survey that you own. Responses from last year are included as an easy validation step, but shouldn’t replace obtaining current numbers. Note that when uploading a spreadsheet, blank responses will NOT overwrite previous responses, but completed responses will.

6. Upload and Review Warnings
   Upload your completed survey(s) via the portal. Check for any warning messages that identify any errors or responses outside of expected ranges. We advise initial upload by early November to manage any needed corrections.

7. Stay Connected
   Communicate with your Super User, Jim Scheulen, Cathi Harbertson, or the Roundtable Team and take advantage of the technical guidance resources available at [http://roundtableanalytics.com/benchmarksurvey/](http://roundtableanalytics.com/benchmarksurvey/)
Using the Questionnaire Worksheets

**ED Hospital Survey**

Enter your answers. This year only dropdowns lists have constraints.

View your prior year’s responses to help with validation.

Note question IDs if you have validation warnings when you submit your data.

**EM Department Survey**

Remember the 2nd tab when submitting research data.

**Salary Surveys**

Complete one row per faculty/APP and use the dropdowns.

Note new columns (Don’t copy/paste from last year!!)
Using the Roundtable Analytics Portal

https://saem.roundtableanalytics.com/benchmarksurvey/

1. Select the Site/Questionnaire

   - Click the row of the survey you want to work on

2. Select the Activity

   - Upload a finished worksheet
   - Review responses of a previously uploaded survey
   - Download a survey form
     Note: each form is unique and will have last year’s responses (past salary surveys excluded)

3. Confirm Data Is Just for One ED

   - If all data is for the single ED, check the box and hit ‘Save’
   - Mark any topic areas where you had to combine data (multiple adult EDs, adult and pediatrics, etc.)
Using the Roundtable Analytics Portal

https://saem.roundtableanalytics.com/benchmarksurvey/

4. Review Warnings
   - Filter on Warnings
   - Update a response for validation rule that flagged the response
   - If needed, delete a response altogether
   - If you’re sure the response is correct, check here and type in a short reason

5. Reviewing Salary Responses
   - Select a row to view that response
   - Permanently delete an individual’s full response

6. Mark Each Survey Complete
   - Mark questionnaire complete