




Managers Information Pack

**Health Sector
National Staff
Survey 2018**



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Introduction

The Health Sector National Staff Survey 2018 will commence on 1st of September. We are seeking the views of staff about what it's like to work in the Health Service.

Survey themes include culture & values, working environment, career development, equality, diversity & inclusion, leadership direction & communications, staff engagement, managing change & job satisfaction.



Your Role

As a Health Service Manager you have an important role in supporting us in our efforts to achieve good participation.

This document will assist you in this task. It outlines your role in Survey communication, tools and resources available and ways of promoting the Survey in your area.



Health Service Managers Role

- Help us achieve good survey participation by actively encouraging colleagues to complete the questionnaire prior to and during the go live period.
- Utilise your networks and channels to identify opportunities to drive take up by facilitating local meetings and briefing and supporting our Survey Champions. List of Survey Champions available from **your local HR Department.**





**QUICK TO
COMPLETE**

**ANONYMITY
GUARANTEE
FOR STAFF**

**NEW
SURVEY
DESIGN**

Health Sector National Staff Survey

Improved for 2018

**AVAILABLE
ONLINE**

**YOUR
OPINION
COUNTS**



Effective Survey Messaging

Inform & Educate

- Tell colleagues how and when the Survey will launch
- Explain staff engagement
- List what the Survey measures
- Show that staff can benefit from participating
- Promote the Survey with help from HR & Communications colleagues
- Facilitate access to the Survey where possible





Gain Enthusiasm

Get colleagues interested. The Survey will allow them to voice their opinions and help improve the work experience.

Confidential

Assure colleagues their participation and responses will be confidential.

Encourage Honesty

Encourage colleagues to answer honestly. This is their chance to make a difference. Each survey submission will be taken seriously.





Track Progress

Track response rates from your areas and feedback to the Project Group.

Continue to Improve Engagement

The Survey is an important part of the staff engagement agenda. Results will be part of an on-going process to be communicated throughout the year.



Support Materials

- A4 Posters advertising the Health Sector National Staff Survey will be made available
- A number of branded Pop Up Banners will be available for larger locations
- Branded wearable stickers and bathroom stickers will be made available




Survey Promotion Prior to Go Live

- Support a number of meetings/briefings to let staff know that the Survey is coming
- Email information to groups of staff stressing the benefits of completing the survey
- Help to ensure that posters advertising the Survey are visible in your area





Survey Promotion During the Go Live Period

- Support local Survey Champions to advertise the Survey and encourage staff to participate using Survey promotion materials.
 - Support Survey Champions to host half day events where people can complete the Survey
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Contact Us

**To reach the Health Sector National Staff
Survey Team contact**

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Seirbhís Sláinte
Níos Fearr
á Forbairt

Building a
Better Health
Service

Thank You
for Supporting the
2018 Health Sector
National Staff Survey



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