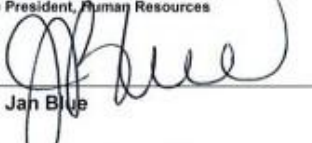

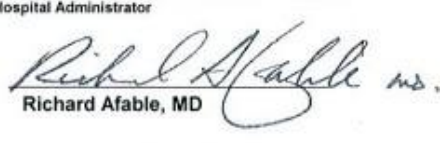


HOAG MEMORIAL HOSPITAL PRESBYTERIAN Human Resources DEPARTMENTAL POLICY	Number: 07-3-920	Page: Page 1 of 1
	Effective Date: 03/01/2010	
	Supersedes Date: 05/01/2007	
	Original Date: 05/01/2007	
Signatures of Policy Reviewers		
<small>Vice President, Human Resources</small>  Jan Blue	<small>Vice President and General Counsel</small>  Terri Cammarano	<small>Hospital Administrator</small>  Richard Afable, MD
<small>Title/Subject:</small> REQUEST TO CREATE AN INTERNAL SURVEY		

1.0 PURPOSE:

- 1.1 To outline the process to request the creation of an internal online survey via an approved software program for Hoag employees or physicians to complete.
- 1.2 To ensure that employees are completing surveys which meet the business needs of the hospital.

2.0 POLICY:

- 2.1 All requests for in house surveys of employees or physicians must follow the request process and be approved by the Executive Operating Team prior to being published.
- 2.2 Questions for employee surveys must be reviewed by Human Resources prior to implementing the survey.
- 2.3 Surveys involving physicians must be approved by the Senior VP Chief Quality Officer.
- 2.4 Requests for surveys must be from a member of Management Staff.
- 2.5 Survey requests should be submitted a minimum of 4 weeks prior to the implementation date for the approval process and implementation.
- 2.6 Requests for re-survey for a previous survey must follow the same process as a new survey.

3.0 PROCEDURE:

- 3.1 Complete the Request for Survey template located on the Hoag Templates.
- 3.2 Submit the request with a copy of the survey questions to Human Resources.
- 3.3 The VP Human Resources will submit the survey request to the EOT for approval.
 - 3.3.1 VPs requesting surveys may present their request directly to the EOT once Human Resources has reviewed the Request for Survey and survey questions.
- 3.4 Approved surveys will be coordinated and implemented by an assigned system administrator for the approved software program assigned by Human Resources who will work directly with the survey requestor.
- 3.5 The assigned system administrator will be responsible for all requests for survey reports.

Policy Originator: Human Resources

Filename: 07-3-920 – Request to Create Internal Survey