



# Instructions: how to share and complete the 2024 Stocktake Surveys

## PHN Stocktake Survey

**Open date:** Wednesday 7 August 2024

**Close date:** Wednesday 4 September 2024

- Please delegate to a PHN staff member who has the information required to complete the survey.
- A [hard copy](#) of the survey is provided to help you determine who is best placed to answer the survey questions.
- You will be able to pause and save the survey at the end of each section to allow you to come back and complete the survey at any time.
- Please complete this survey by **5.00 pm Wednesday 4 September 2024**.

### The survey link for PHN Stocktake is available here:

<https://myvoice.brisbanenorthphn.org.au/embeds/projects/70756/survey-tools/108128>

To complete the survey, you will need to create a **My Voice login** (if you do not already have one). This will enable you to save the survey, exit and return at a time that is convenient for you to complete.

### To create a My Voice account:

1. Create a username of your choice (e.g. medical centre name, first/last name, job role)
2. Enter your email address
3. Create a password
4. Enter the suburb of your work location
5. Tick *I agree to the terms of use and privacy policy for using Engagement HQ*
6. Click *Register*
7. Verify your account by entering the four-digit code that will be sent through to your chosen email address.

### For more information about the Stocktake Surveys or process:

Contact MHLEEN via email at [mhleen@brisbanenorthphn.org.au](mailto:mhleen@brisbanenorthphn.org.au) or phone 07 3490 3417.

## **Commissioned Service Provider Stocktake Survey**

**Open date:** Wednesday 7 August 2024

**Close date:** Wednesday 4 September 2024

- If you have a provider distribution list, please forward the proposed email example (see below) directly to commissioned providers.
- If not, please inform relevant PHN staff members to share the information about the survey with their commissioned service providers.
- Potential email wording for PHN Staff member to share with Commissioned Service Providers is provided below.

### **Email example**

### **National Lived Experience Commissioned Service Provider Stocktake Survey 2024**

Dear Commissioned Provider

Our PHN is keen to learn more about how our commissioned service providers embed people with a Lived Experience into and across service design, planning, governance, delivery and evaluation.

MHLEEN have commissioned LELAN to undertake a survey of commissioned service providers to support us to learn how we can better work together to embed best practice approaches. Survey results will be used for quality improvement recommendations and will be shared in a report of findings in October 2024.

- Please delegate a staff member who has the information required to complete the survey.
- A hard copy of the survey is provided to help you determine who is best placed to answer the survey questions.
- You will be able to pause and save the survey at the end of each section to allow you to come back and complete the survey at any time.
- Please complete this survey by **5.00 pm Wednesday 4 September 2024**.

### **The survey link is available here:**

<https://myvoice.brisbanenorthphn.org.au/embeds/projects/70756/survey-tools/107986>

To complete the survey, you will need to create a **My Voice login** (if you do not already have one). This will enable you to save the survey, exit and return at a time that is convenient for you to complete.

### **To create a My Voice account:**

1. Create a username of your choice (e.g. name, first/last name, job role)
2. Enter your email address
3. Create a password
4. Enter the suburb of your work location
5. Tick *I agree to the terms of use and privacy policy for using Engagement HQ*
6. Click *Register*
7. Verify your account by entering the four-digit code that will be sent through to your chosen email address.

## **Helpful resources**

[Glossary of acronyms and language used](#)

[Engagement Spectrum](#)

[Hardcopy of survey](#)

## **Contact us for any queries about the stocktake surveys or process**

MHLEEN via email at [mhleen@brisbanenorthphn.org.au](mailto:mhleen@brisbanenorthphn.org.au) or phone 07 3490 3417.