[TITLE] [INITIAL] [LAST NAME]

[ADDRESS 1]

[ADDRESS 2]

[ADDRESS 3]

[ADDRESS 4]

[POSTCODE]

**Survey number: [PATIENT RECORD NUMBER]**

 **Online password: [PASSWORD]**

 [MAILING DATE]

Dear [TITLE] [LAST NAME],

**This is your last chance to let us know your views**

In [MONTH] I asked you to take part in a survey about your experience of being a patient at [SITE NAME]. You may also have received a text message about the survey.

**Please take part by [INSERT DATE OF LAST DAY OF FIELDWORK]**

The survey is being carried out by [CONTRACTOR/IN-HOUSE TRUST NAME] on behalf of the Care Quality Commission with support from the hospital [and NHS Trust]. The findings will help us understand what is good about patient care and whether any improvements are needed.

**You can complete the survey online or on paper**

The enclosed questionnaire should take about 15 minutes to complete and you can return it to us in the Freepost envelope provided. If you prefer, you can still take part online. Type the website address below into the address bar at the top of your internet browser. Enter the survey number and online password to start the survey.

**[INSERT ONLINE SURVEY LINK]**

**Survey number:**

 **[PRN]**

**Online password:**

 **[PASSWORD]**

**Your information will be kept confidential**

None of the staff who cared for you at [SITE NAME] will know who has taken part and it will not affect your care in any way. There is more information about the survey and confidentiality over the page. If you have any questions or need help filling in the questionnaire**, email [HELPLINE EMAIL]** or call [CONTRACTOR/IN-HOUSE TRUST NAME] on **[Freephone] [HELPLINE NUMBER]** [HELPLINE OPENING DAYS/TIMES].

Thank you very much for giving some of your time to help the NHS.

Yours sincerely,

SIGNATURE

[CHIEF EXECUTIVE NAME]

Chief Executive, [NHS TRUST NAME]

**Why are you carrying out this survey?**

The NHS Adult Inpatient Survey will help your hospital to improve inpatient services so they better meet patient needs. The findings from this study will be published at **www.cqc.org.uk/surveys**.

**Why have I been invited to take part?**

Your name was chosen from a list of inpatients who had recently used the services of [SITE NAME]. Your personal data are held in accordance with the General Data Protection Regulation and Data Protection Act 2018. The [NHS TRUST NAME] and the Care Quality Commission are the data controllers for this study. Their privacy notices explain your rights about how your information is used, and how you can get in touch. You can see the notices at **[NHS TRUST PRIVACY STATEMENT ON WEBSITE]** and **https://www.cqc.org.uk/about-us/our-policies/privacy-statement**. For more information go to **www.nhssurveys.org/faq**.

<IN-HOUSE TRUSTS TO REMOVE PARAGRAPH> Your contact details have been passed to [CONTRACTOR], only so that they can invite you to take part in this survey. [CONTRACTOR] will **keep your contact details confidential** and destroy them once the survey is over.

**What happens to my answers?**

Your answers are put together with the answers of other people to provide results for your hospital and produce national results, and will be kept confidential by researchers at [CONTRACTOR/IN-HOUSE TRUST NAME] and Ipsos MORI (who co-ordinate the survey on behalf of the Care Quality Commission). None of the staff who cared for you at hospital will know who has taken part. Neither your name nor full address will be linked to your responses and nobody will be able to identify you in any results that are published. Researchers analysing the results of the survey will use your postcode to undertake geographical analysis of overall results. If comments on the questionnaire were to suggest that you or someone else is at serious risk of harm, your details would be provided to the appropriate authority to investigate, as part of our safeguarding duty.

**What is the survey number on the front of this letter used for?**

The survey number is used to identify who has responded to the survey (so that reminders are only sent to people who haven’t responded) and to link responses to hospitals. The survey number is not linked to your NHS number.

**Do I have to take part in the survey?**

Taking part in the survey is voluntary. If you choose not to take part, it will not affect your care and you don’t need to give us a reason. If you do not wish to take part, contact us at [**Freephone] [HELPLINE NUMBER] or email [HELPLINE EMAIL].**

**Can someone help me fill in the questionnaire?**

If you would like someone to help you complete the survey it’s fine to ask a friend or relative to help, but please make sure the answers are only about your experiences. If you would like a paper version of the questionnaire, please call [**Freephone] [HELPLINE NUMBER] or email [HELPLINE EMAIL].**

**I was admitted to one hospital but discharged from another. What should I do?**

Please answer the questionnaire thinking about your stay in the hospital named in this letter.