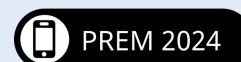


## A how-to guide

# Supporting patients to complete the Kidney PREM on paper:



### 1. Gather your team

Make sure you have enough volunteers to support entering any paper results online before the end of the collection - 11 November 2024.

### 2. Download the 2024 Kidney PREM survey.

The printable survey can be found at [kidneycareuk.org/prem](https://kidneycareuk.org/prem)

### 3. Print the number of paper surveys you need locally

### 4. Offer the paper survey out to people who are unable to use or do not have access to a digital device

- a. Emphasise that answers will not be looked at by the kidney team other than to enter them online, and will remain anonymous
- b. Ask patients to answer as honestly as possible
- c. You may wish to keep a log of unique identifiers for each survey to help with data entry. Make sure any identifiers used are not linked to patients. The survey should remain anonymous

### 5. Collect the paper surveys back from patients

### 6. Enter the data online at [www.kidneycareuk.org/PREM](https://www.kidneycareuk.org/PREM)

- a. If your site is keeping a log, there is an area for you to enter a unique identifier when inputting the data online.
- b. When you reach the relevant question, 'select the answer 'Using a paper survey (volunteer)'
- c. You will be able to check through the responses submitted at the end of the online survey, but not edit the submitted responses. If you spot a mistake, please contact KQIP on [kqip@ukkidney.org](mailto:kqip@ukkidney.org) straight away.

### 7. Safely destroy the paper surveys

All Kidney PREM data collected from patients is the responsibility of the unit. Units need to arrange for storage/audit/destruction of PREM forms in accordance with their own GDPR guidance.

**Survey open from 16th September - 11th November 2024**