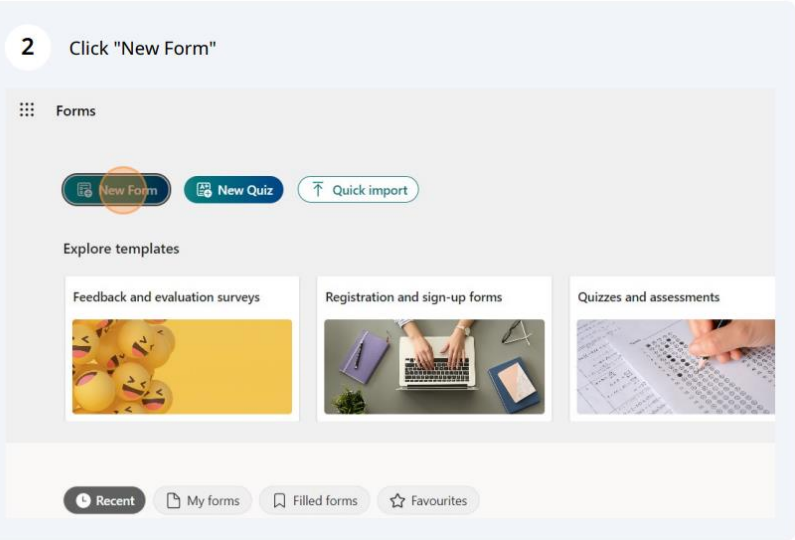


# Create Hospital Preference Form in Microsoft Forms

As part of the Reducing Trainee Commutes Initiative, this simple guide will show you an example survey form that can be easily distributed to trainees. Resulting in a clear spreadsheet allowing for easier allocations.

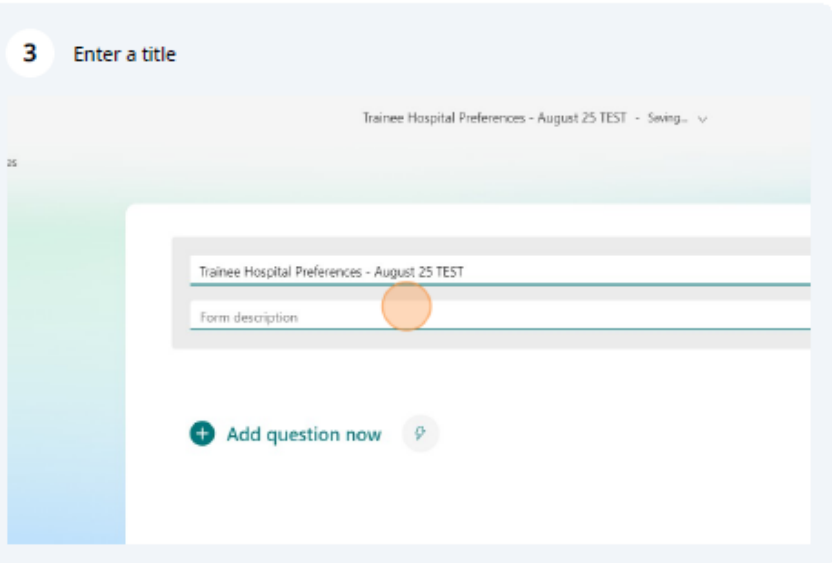
**1** Sign in to your Microsoft account - select Microsoft Forms  
(NHS.net Microsoft accounts may not work)

**2** Click "New Form"



The screenshot shows the Microsoft Forms interface. At the top, there are three buttons: 'New Form', 'New Quiz', and 'Quick import'. The 'New Form' button is highlighted with an orange circle. Below these buttons, there is a section titled 'Explore templates' with three categories: 'Feedback and evaluation surveys', 'Registration and sign-up forms', and 'Quizzes and assessments'. At the bottom, there are navigation buttons: 'Recent', 'My forms', 'Filled forms', and 'Favourites'.

**3** Enter a title



The screenshot shows the Microsoft Forms editor. At the top, the title 'Trainee Hospital Preferences - August 25 TEST' is entered. Below the title, there is a description field with the text 'Form description'. An orange circle highlights the description field. At the bottom, there is a button that says '+ Add question now'.

4

Enter a description

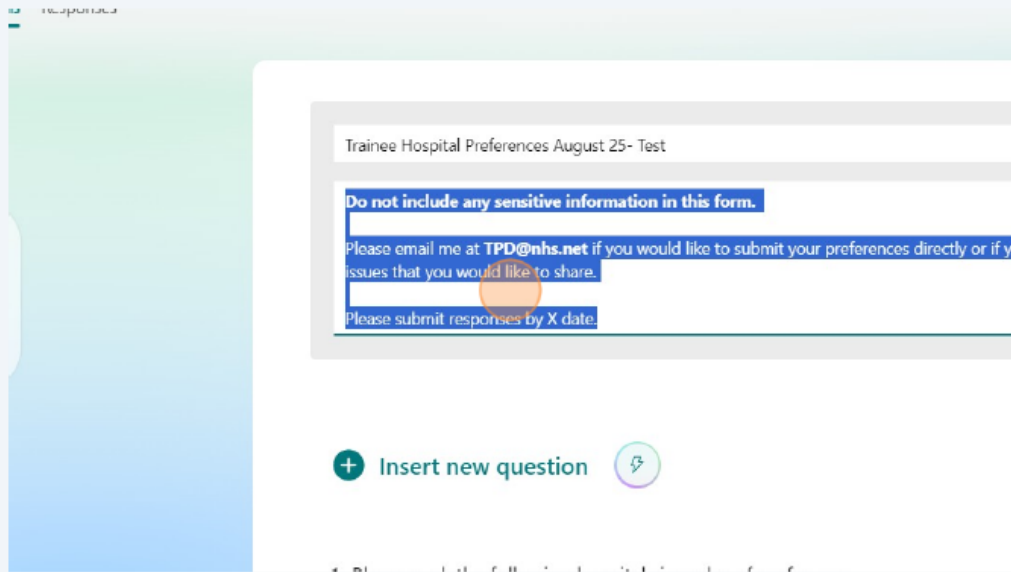
For example:

**Do not include any sensitive information in this form.**

Please email me at **TPD's name ...@nhs.net** if you would like to submit your preferences directly or if you have any sensitive issues that you would like to discuss.

Preferencing does not guarantee hospital allocation, placements will be allocated according to trainee requirements and hospital provisions.

**Please submit responses by X.**



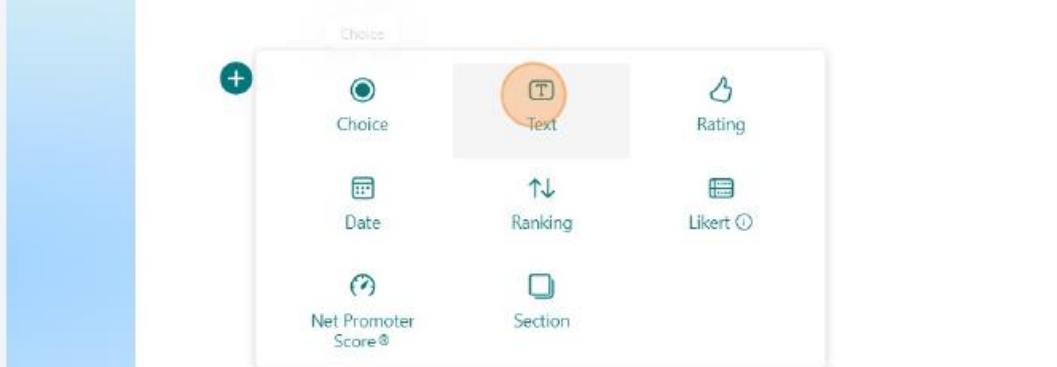
5

First question: Click Text

**Do not include any sensitive information in this form.**

Please email me at **TPD@nhs.net** if you would like to submit your preferences directly or if you have any sensitive issues that you would like to share.

Please submit responses by X date.



6 **First question: What is your full name?**

Untitled form - Saving... ▾

Untitled form

Form description

 Add question now

7 Click "Required" - the dot should become coloured and slide to the right

y X date.

ne?

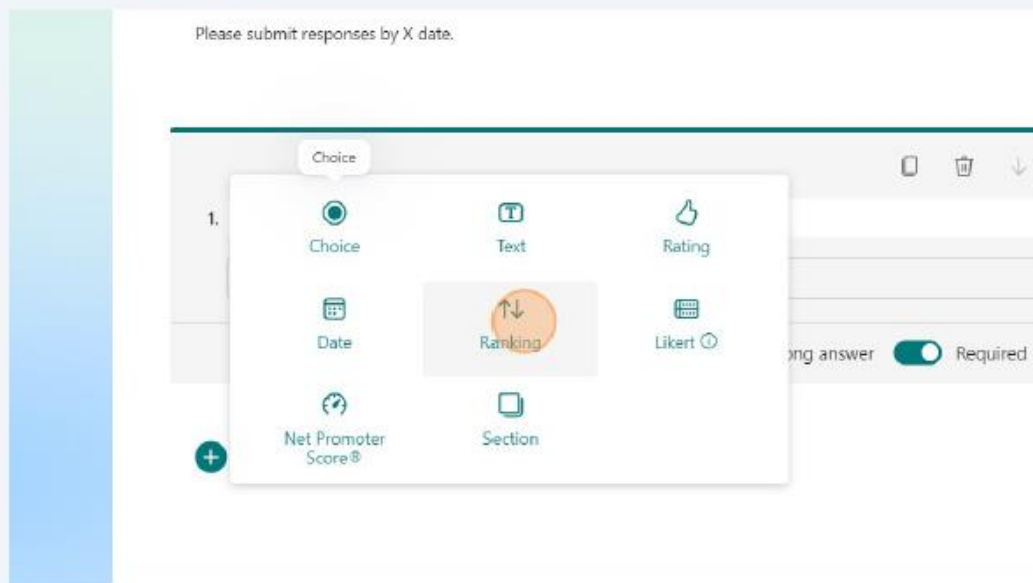
Long answer  Required ...

stion

8

### Add a New Question

Select "Ranking"



9

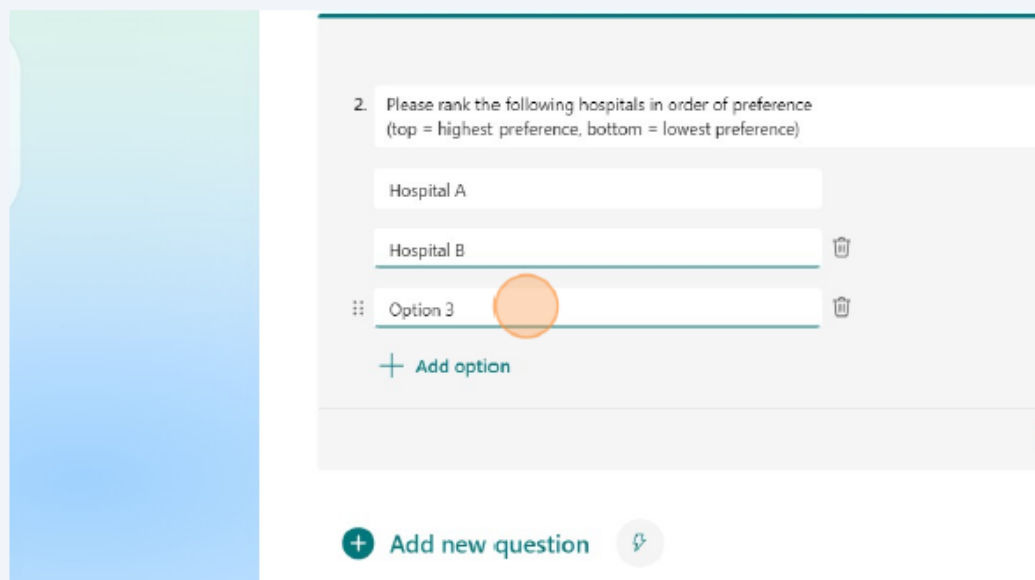
### Second question:

Please rank the following hospitals in order of preference

(top = highest preference, bottom = lowest preference)

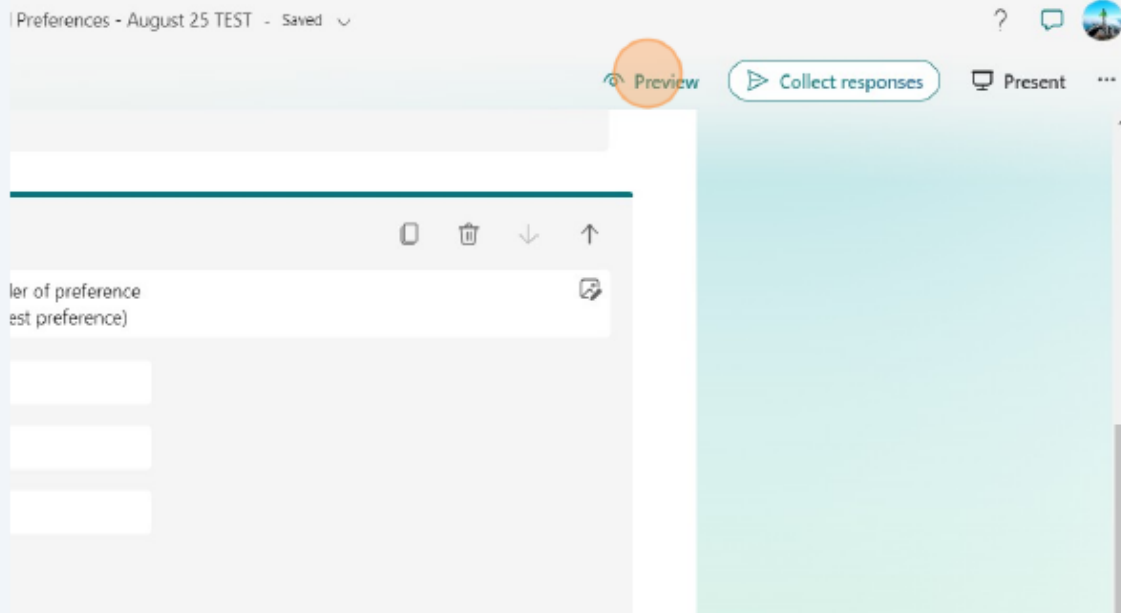
Enter options according to your deanery

**IMPORTANT: ensure "Required" in bottom right corner is highlighted**



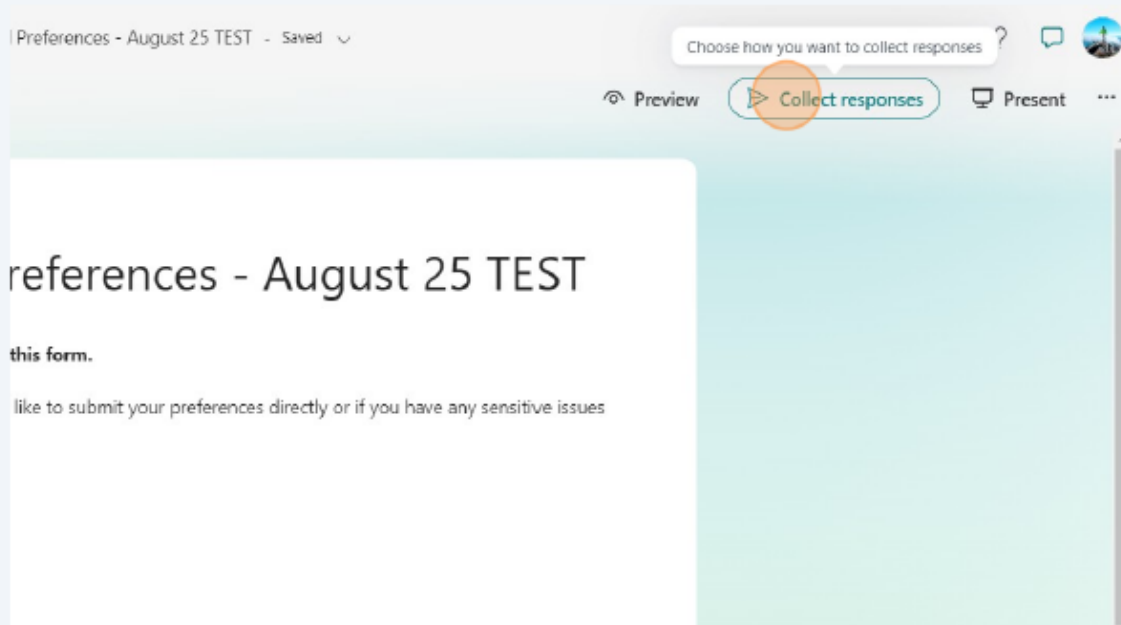
10

Once finished with questions, click "Preview" to check how it will appear to respondents.



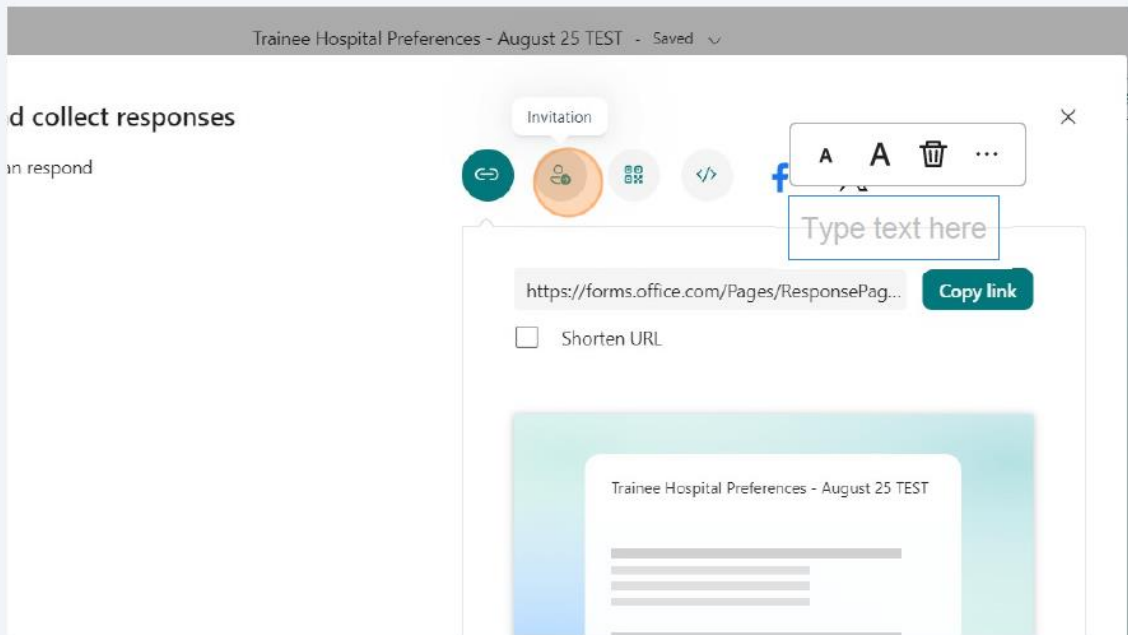
11

Click "Collect responses"



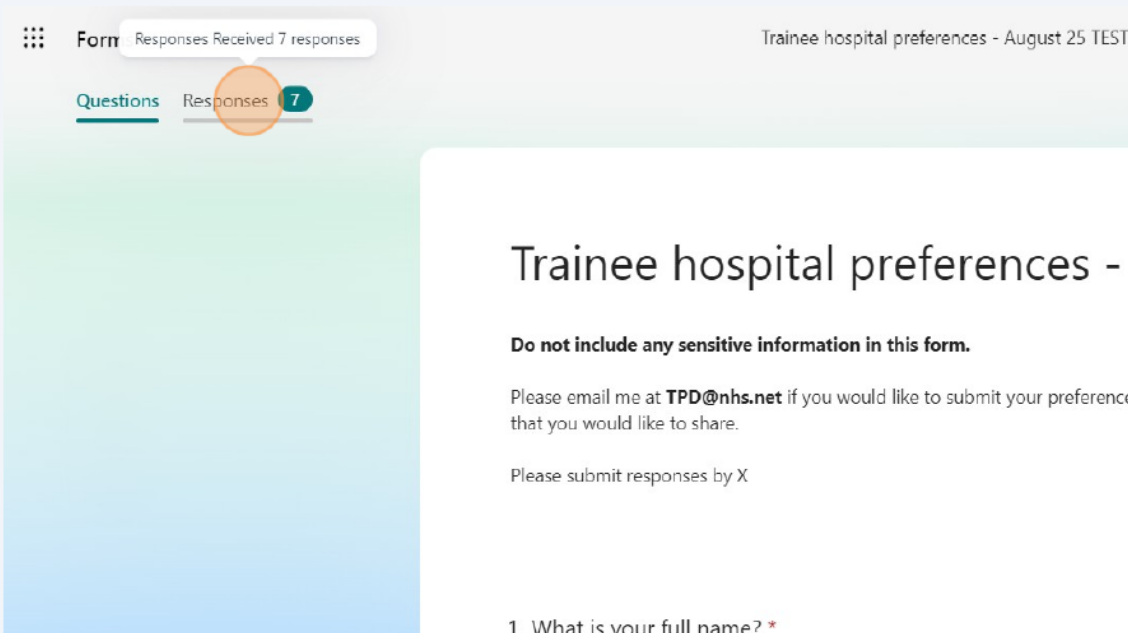
12

Select "**Copy link**" to share the survey via email or alternatively, invite people to the survey (this requires adding emails to the address bar).



13

Once the survey has been completed, Responses will appear here. Click to expand.



- 14 Select to see the Excel spreadsheet in browser or download.

preferences - August 25 TEST

00:59 Average time to complete Active Status

to-date results in Excel. Trainee hospital preferences - A... OneDrive

View results ...

- 15 The following spreadsheet will show trainee preferences from left to right (highest preference to lowest), in a clear format.

The Excel sheet can be saved and easily edited to allow you to input other trainees in the rows below, who have emailed you separately, for example.

	E	F
1	What is your full name? <input type="text"/>	Please rank the following hospitals <input type="text"/>
2	Jo Bloggs	Hospital B;Hospital A;Hospital C;
3	Andy Andrews	Hospital A;Hospital B;Hospital C;
4	Bella Blake	Hospital A;Hospital C;Hospital B;
5	Colin Cuthbert	Hospital A;Hospital B;Hospital C;
6	Danika Drew	Hospital C;Hospital B;Hospital A;
7	Eisha Elek	Hospital B;Hospital A;Hospital C
8	Fransisco Farquard	Hospital C;Hospital A;Hospital B