**Dissemination pack: Adult Palliative Care priority setting stakeholder survey**

# Email to stakeholder (individual): invitation to complete survey

*Template email text to invite a named individual to complete the survey.*

**To:**

**CC:** anna.erskine@ouh.nhs.uk

**Subject:** Cochrane: adult palliative care prioritisation survey

**Attachments:** PaPaS priority setting invitation (pdf)

Dear [NAME],

I hope this email finds you well.

I am contacting you on behalf of The Cochrane Pain, Palliative and Supportive Care (PaPaS) Review Group as we recognise that you are a key stakeholder in the area of palliative care. We invite you to complete a short survey telling us your priority questions.

The feedback from the survey will help shape our future work and ensure that our efforts are focused on producing systematic reviews of the utmost importance to the community.

The survey can be accessed via this link: [**https://www.surveymonkey.co.uk/r/HN6YR5K**](https://www.surveymonkey.co.uk/r/HN6YR5K)**.** It is open until midnight (GMT) 28 February 2021 and should only take 5 – 15 minutes to complete.

I have attached an invitation letter providing more information about the survey and our work in Cochrane. You are welcome to share this with others who may also wish to contribute.

Please do not hesitate to contact us if you have any questions or comments.

We would like to send one reminder before the deadline, but if you do not wish to be contacted again please let us know.

# Email to stakeholder (group/organization): invitation to share survey with members

*Template email text to a representative to circulate survey with their network.*

**To:**

**CC:** anna.erskine@ouh.nhs.uk

**Subject:** Cochrane: adult palliative care prioritisation survey

**Attachments:** PaPaS priority setting invitation (pdf)

Dear [NAME] as [ROLE IN ORGANIZATION],

I hope this email finds you well.

I am contacting you on behalf of The Cochrane Pain, Palliative and Supportive Care (PaPaS) Review Group as we recognise that your organization is a key stakeholder in the area of palliative care. We invite your colleagues / members to complete a short survey telling us their priority questions, and we would be grateful if you could circulate it via your usual channels.

The feedback from the survey will help shape our future work and ensure that our efforts are focused on producing systematic reviews of the utmost importance to the community.

The survey can be accessed via this link: [**https://www.surveymonkey.co.uk/r/HN6YR5K**](https://www.surveymonkey.co.uk/r/HN6YR5K)**.** It is open until midnight (GMT) 28 February 2021 and should only take 5 – 15 minutes to complete.

I have attached an invitation letter providing more information about the survey and our work in Cochrane, which you are free to share. We can also send you further content on request, such as template social media posts or newsletter text, if that would be useful to you.

Please do not hesitate to contact us if you have any questions or comments.

We would like to send one reminder before the deadline, but if you do not wish to be contacted again please let us know.

# Email to stakeholder (group/organization representative): invitation to group representative to complete the survey

*Template email text to a representative to complete the survey on behalf of the organization.*

**To:**

**CC:** anna.erskine@ouh.nhs.uk

**Subject:** Cochrane: adult palliative care prioritisation survey

**Attachments:** PaPaS priority setting invitation (pdf)

Dear [NAME] as [ROLE IN ORGANIZATION],

I hope this email finds you well.

I am contacting you on behalf of The Cochrane Pain, Palliative and Supportive Care (PaPaS) Review Group as we recognise that your organization is a key stakeholder in the area of palliative care. We invite a representative to complete a short survey telling us your organization’s priority questions; if necessary, we would be grateful if you could pass this on to the most appropriate person or let us know who we can contact directly.

The feedback from the survey will help shape our future work and ensure that our efforts are focused on producing systematic reviews of the utmost importance to the community.

The survey can be accessed via this link: [**https://www.surveymonkey.co.uk/r/HN6YR5K**](https://www.surveymonkey.co.uk/r/HN6YR5K)**.** It is open until midnight (GMT) 28 February 2021 and should only take 5 – 15 minutes to complete.

I have attached an invitation letter providing more information about the survey and our work in Cochrane, which you are free to share if needed.

Please do not hesitate to contact us if you have any questions or comments.

We would like to send one reminder before the deadline, but if you do not wish to be contacted again please let us know.

# Blog/news item, eg website, Slack, newsletter (Note: NOT social media)

The Cochrane Pain, Palliative and Supportive Care (PaPaS) Review Group has launched a prioritisation survey to identify the most important questions in adult palliative care. The survey is open to everyone with experience and an interest in this area, such as patients and carers; clinicians and health professionals; researchers; policy makers and guideline developers; charities, groups and organizations. The survey is open until midnight (GMT) 28 February 2021 and should take 5 – 15 minutes to complete. It is available in three languages:

* English (<https://www.surveymonkey.co.uk/r/HN6YR5K>);
* Spanish (<https://www.surveymonkey.co.uk/r/ZJHW9LT>);
* Simplified Chinese (<https://www.surveymonkey.co.uk/r/ZQK8PFZ>).

More information is provided on the PaPaS website here (<https://papas.cochrane.org/resources/prioritisation/priority-setting-project>), or you can contact PaPaS Managing Editor Anna Erskine at [anna.erskine@ouh.nhs.uk](mailto:anna.erskine@ouh.nhs.uk).

# Suggested Tweets (Note: social media survey link only)

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| 1 | The Cochrane Pain, Palliative and Supportive Care Review Group @CochranePaPaS has launched a prioritisation survey to identify the most important questions in adult palliative care. Submit your responses here by 28 Feb: https://www.surveymonkey.co.uk/r/HN5NXJ6 #palliative #hpc #PaPaSpriorities |
| 2 | What are your most important questions in adult palliative care? @CochranePaPaS has launched a prioritisation survey to find out. Tell us what’s important to you: <https://www.surveymonkey.co.uk/r/HN5NXJ6> Closing date 28 Feb #palliative #hpc #PaPaSpriorities |
| 3 | Help palliative care researchers prioritize their efforts by filling out the @CochranePaPaS Adult Palliative Care survey. Your opinions count! <https://www.surveymonkey.co.uk/r/HN5NXJ6> Closing date 28 Feb #palliative #hpc #PaPaSpriorities |

## Useful links

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| Cochrane | <https://www.cochrane.org/> |
| The Cochrane Library | <https://www.cochranelibrary.com/> |
| PaPaS website with more information about priority setting | <https://papas.cochrane.org/resources/prioritisation/priority-setting-project> |
| Current PaPaS Reviews (filter by sub topic – palliative care) | <https://papas.cochrane.org/our-reviews> |
| Survey link for Social Media (to be used only for Twitter, Facebook, Instagram, and other social media sites) | <https://www.surveymonkey.co.uk/r/HN5NXJ6> |
| Direct survey link (for use in email invitations, newsletters, websites, but NOT social media) | <https://www.surveymonkey.co.uk/r/HN6YR5K> |
| Cochrane’s priority reviews list | <https://priorityreviews.cochrane.org/> |
| Cochrane guidance for priority setting | <https://training.cochrane.org/online-learning/knowledge-translation/priority-setting/guidance-cochrane-review-priority-setting> |

## Suggested images

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