

Implementation Guide

This guide walks you through setting up the **Timertag Go and Timertag Pro Clinical Evaluation Forms** in your personal or hospital Google Workspace account, capturing bedside feedback from patients and staff, and automatically aggregating your results into presentation-ready visuals.

Part 1: Setting Up the Form in Your Google Account

1. Make Your Private Copy

- Click the **Make a Copy** button link provided on the Timertag site.
- If prompted, sign in to your preferred Google Workspace or personal Google account.
- Click the blue **Make a Copy** button.

A brand-new copy of the form will open in your Google Drive. You now own this form entirely, and all response data will remain private to your account. You can edit the name of the form by clicking on the name in the top left corner of the window.

2. Turn On Response Notifications (Instant Alerts)

To get an email notification every time a patient or nurse completes the evaluation:

- At the top of your form editor, click the **Responses** tab.
- Click the **three dots menu (:)** on the right side of the Responses header.
- Select **Get email notifications for new responses**.

(A checkmark will appear next to it, confirming it is active.)

3. Create the Linked Data Spreadsheet

To automatically collect and organize responses:

- In the **Responses** tab, click the green **Link to Sheets** icon (or **Create Sheet** button).
- Select **Create a new spreadsheet** (it will auto-name it to match your form).
- Click **Create**.

This creates an Excel-like Google Sheet in your Drive that updates live every time a survey is submitted.



Part 2: Ways to Capture Data at the Bedside & Unit

Option A: Patient & Family Feedback (QR Code Setup)

- In the top-right corner of your Google Form editor, click the **Send** button.
- Select the **Link icon** (middle tab), check **Shorten URL**, and click **Copy**.
- Generate a QR code from this link (using any free QR generator or browser tool).
- **Bedside Setup:** Print the QR code onto table-tents or laminated cards placed on bedside tables. Patients scan the code with their smartphone camera, tap *"Patient/Family Member"*, and answer the 3–4 short questions.

Option B: Nursing Staff Workflow Feedback

- Print the same QR code on a single flyer titled **"Timertag 30-Day Unit Trial Feedback"**.
- Post it near the handoff board, shift change sign-in area, or breakroom.
- Nurses tap/scan the code, select *"Nurse or Healthcare Professional"*, and complete the workflow evaluation in under 45 seconds during shift change or safety rounds.

Part 3: Aggregating & Presenting Data Automatically

Google Forms and Google Sheets do the heavy lifting of charting and data visualization automatically.

Method 1: Instant Graphical Summary

Google Forms builds live charts automatically:

- Open your form and click the **Responses** tab.
- Click **Summary**.
- You will see pre-built, color-coded pie charts and bar graphs for every question (e.g., patient comprehension rates, nurse workflow friction, overall recommendation percentages).
- **To use in a presentation or Word:** Hover over any chart and click the **Copy icon** in the top-right corner of the chart box. Paste it directly into your presentation or document.



Method 2: Live-Updated Google Slides Presentation

To create a slide deck that updates itself automatically as new survey responses roll in:

- **Open Google Slides:** Go to slides.google.com and start a blank presentation titled **"Unit Evaluation Results: Timertag"**.
- **Open Your Form Summary:** Keep your Google Form **Responses > Summary** page open in one browser tab.
- **Copy & Link Charts:**
 1. Click the **Copy icon** on a chart in Google Forms.
 2. Switch to your Google Slide, right-click, and select **Paste**.
 3. A prompt will ask: *"Paste chart linked to form?"* -> Choose **Link to Form** and click **Paste**.
- **How It Works:** As more patients and nurses submit responses throughout the trial, a small **Update** button will appear on your slides. Clicking **Update** refreshes all charts in your presentation instantly with the latest percentage breakdowns. No re-charting required!

