

RESEARCH FOCUS GROUPS REQUEST POLICY

Effective: October 2016

All requests related to data collection from AAHPM members (including conducting focus groups at the Annual Assembly) must be submitted to the AAHPM Director of Quality and Research following IRB approval for review by the Research Committee. A limited number of high-quality bias-free projects for the membership's participation will be granted each year. Focus group requests should be submitted at least four months prior to the Annual Assembly (occurs in February or March) for consideration. If approved, logistics would have to be considered and worked through (meeting space, time, scheduling, charges or waivers, etc.). *Note:* This policy is not intended to address internal data collection efforts supported and sanctioned by AAHPM task forces, committees, Board or senior staff.

The AAHPM Research Committee or a representative task force designated by the President – in consultation with the Research Committee Chair – will review the request using the Focus Group Review Sheet (page 2 of this policy) and the following criteria:

- Is the topic relevant to the field of hospice and palliative care and can the data collection instrument generate useful data?
- Does the project avoid commercial bias/other topics deemed inappropriate by reviewers?
- While we're not a survey review team, there is an expectation that the focus group questions posed to the membership be high-quality and bias-free.
- Your request will be reviewed using 3 parameters: 1 – project quality, 2 – ease of burden to members, 3 – relevance to important topics per given year.
- We do not provide individual feedback to researchers on their data collection instrument.

Other requirements include:

- Completion of the AAHPM Focus Group Review Sheet (page 2 of this document).
- A final copy of the data collection instrument or focus group guide must be provided at least 60 days prior to planned distribution along with IRB proposal and approval documentation and a sample of the correspondence that will accompany the survey.
- Participation in focus group(s) must be optional for AAHPM members.
- AAHPM does not endorse or approve research projects or findings. No suggestion of endorsement should accompany the data collection instrument, related communications or published data.
- AAHPM does not provide email addresses of its members but will email members for recruitment purposes for approved research projects.
- A summary of the data collected (aggregated) should be published or available to focus group participants and/or AAHPM members within twelve months of completion. Exceptions should be approved by the Research Committee. Researchers are strongly encouraged to submit their research findings as a poster presentation for review to the Annual Assembly Committee.
- Findings and published articles should be provided to the CEO, Chief Medical Officer or Director of Quality and Research for filing within twelve months of completion.
- There is an administrative fee for non-members to assist with focus group(s) coordination.

AAHPM Focus Group Review Sheet

You are requesting to hold a focus group(s) of AAHPM members at our Annual Assembly. Please answer the following questions to help us determine whether we can support your project.

1. What is the goal of your focus group(s) and what gap in the science will this project address? (max - three sentences)
2. Please indicate IRB approval date and include IRB approval face sheet.
3. Do you have conflicts of interest to report in regards to this project? If yes, please list.
4. What is the population you are targeting? Are there other populations you are planning to target? Is the focus group(s) being administered to other groups outside of AAHPM?
5. What is your goal sample size for this study and what criteria guided this requirement? What is the proposed analytic plan? (max – six sentences)
6. How many focus groups are you aiming to conduct, for how long, and how many people in each?
7. How were the questions for your data collection instrument generated (max – six sentences)?
8. Who has reviewed your data collection instrument(s) for quality? Have you included a methodologist on your team?
9. What was the aim/conceptual model/framework you employed for developing questions? Have the questions been tested? If so, how?
10. Please list any funding for this project (including both internal and external funding sources):
11. Please give us a timeline for the project. (When are you hoping to have the results collected and ready for dissemination?)
12. How do you plan to recruit focus group participants (including any planned incentives)?
13. What are your logistic needs/requests (ie, meeting space needs, focus group time(s), scheduling, signage, A/V, refreshments, etc.)?
14. Who will staff the focus group(s)? Do you anticipate needing AAHPM staff on-site?
15. Where do you intend to publish your results?