



## RESEARCH SURVEY REQUEST POLICY

Effective: November 2009; March 2012; July 2013; March 2014; October 2016

All requests related to data collection from AAHPM members (including research surveys through multiple communication methods) must be submitted to the AAHPM Director of Quality and Research following IRB approval for review by the Research Committee. A limited number (our expectation is 2/year but more could be approved if they are high quality surveys of high priority topics) of bias-free projects for the membership's participation will be granted each year. Research survey requests can be submitted anytime for consideration by the Research Committee in June and in December. The first deadline for survey requests is June 1, the second is December 1. If approved, it may take up to 8 months for the survey to be sent. *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 Survey Review Sheet (page 2 of this policy) and the following criteria:

- Is the survey relevant to the field of hospice and palliative care and can the survey instrument generate useful data?
- Does this project avoid commercial bias or other topics deemed inappropriate by the reviewers?
- Is the survey instrument simple and able to be completed in 10-15 minutes so not to impose too great a burden on AAHPM member recipients?
- While we're not a survey review team, there is an expectation that each survey sent to the membership be a high-quality bias-free project.
- Your survey will be reviewed using 3 parameters: 1 – item quality, 2 – survey burden, 3 – relevance to important topics per given year, etc.
- We do not provide individual feedback to researchers on their surveys.

Other requirements include:

- Completion of the AAHPM Survey Review Sheet (page 2 of this document)
- A final copy of the actual instrument or link to the online survey 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 research surveys must be optional for AAHPM members.
- AAHPM does not endorse or approve research projects or findings. No suggestion of endorsement should accompany the survey instrument, related communications or published data.
- AAHPM does not provide email addresses of its members but will email links to electronic survey related to approved research projects.
- A summary of the data collected (aggregated) should be published or available to survey respondents and/or AAHPM members within twelve months of completion. Exceptions should be approved by the Research Committee. Researchers are also 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 AAHPM 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 survey review and distribution.

### AAHPM Survey Review Sheet

You are requesting to send a survey to members of the American Academy of Hospice and Palliative Medicine (AAHPM). Please answer the following questions to help us determine whether we can disseminate your survey to the membership of AAHPM.

1. What is the goal of your survey 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. For junior faculty, who is the senior faculty sponsor for this survey?
  5. What is the duration of time needed to complete this survey?
  6. What is the population you want to survey? Are there other populations you are planning to survey? Is the survey being administered to other groups outside of AAHPM?
  7. What is your goal sample size for this study and what criteria guided this requirement (eg. CI of XX width around estimate of X, hypothesis testing of X association with detectable difference of X)?
  8. How were the items on your survey generated (max – 6 sentences)?
  9. Who has reviewed this survey for quality? Have you included a methodologist on your team?
  10. What was the aim/conceptual model/framework you employed for developing the survey? Has your survey been tested? If so, how?
  11. Please list any funding for this project (including both internal and external funding sources)
  12. Please give us a timeline for the project. (How long do you plan to collect data? When are you hoping to have the results collected and ready for dissemination? Etc.)
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