



SSH

Society for Simulation in Healthcare

Research Policy

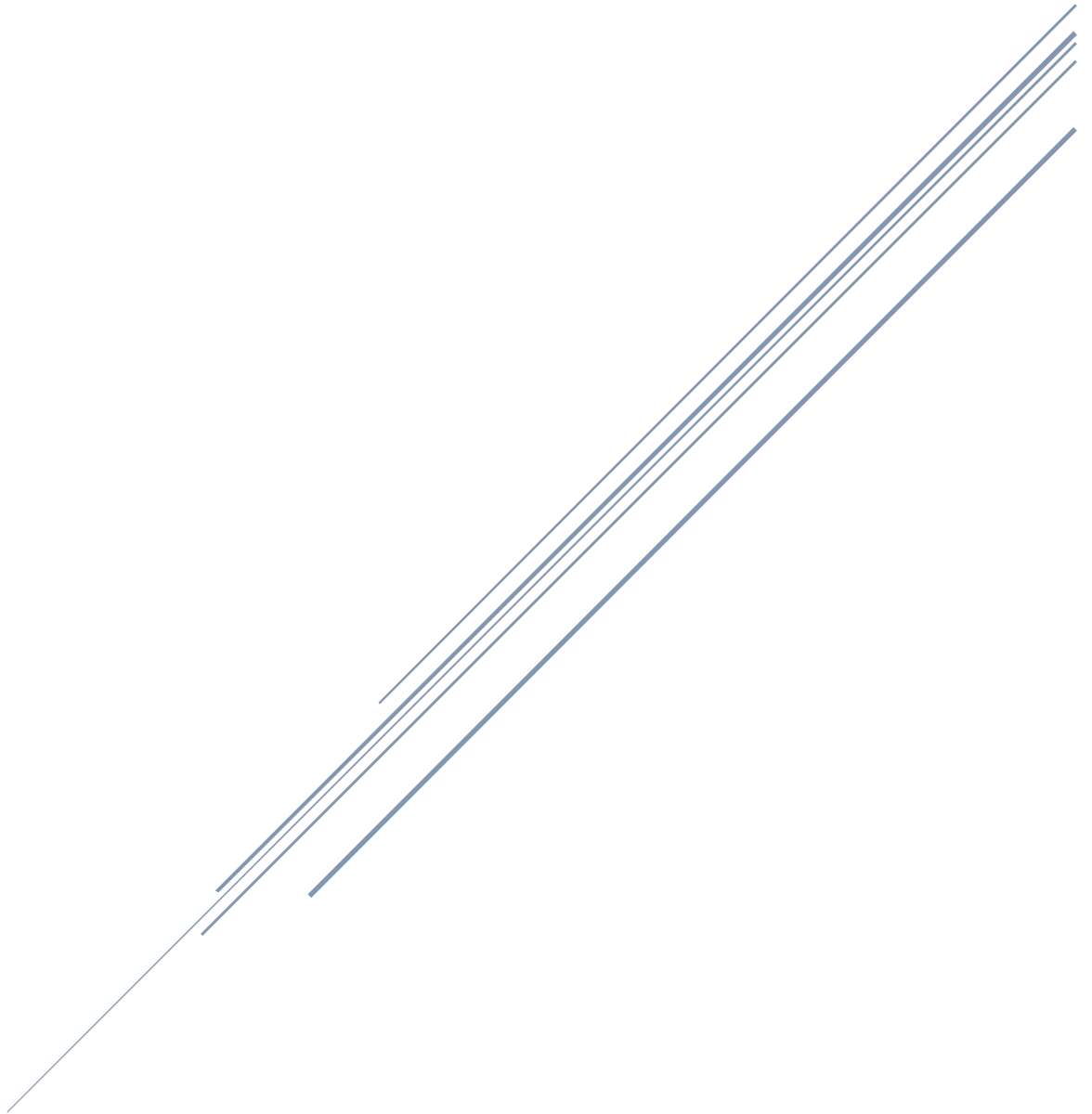



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1. Summary of Purpose

- 1.1. Investigators wishing to distribute either an invitation to participate in a research study or a research study-related survey to the membership of the Society for Simulation in Healthcare (SSH) with the organization's explicit endorsement must first submit the materials in question to the SSH Research Committee for review and approval.

2. Scope

- 2.1. Provides directions for the research study and survey endorsement process
- 2.2. Research Committee is responsible for oversight of this policy.
- 2.3. The Board of Directors is responsible for providing approval of this policy.

1. Definitions


- 1.1. For the purposes of this document, research study-related surveys are defined as those surveys that are 1) associated with a specific protocol intended to advance knowledge and 2) obtained with the intent of disseminating the resulting data in some scholarly capacity. Requests for study or survey endorsement will be reviewed by the committee using the following criteria.

1. Policy Details

- 1.1. This policy addresses the research project review criteria, requisite inclusions, submission requirements, and outlines the review process for those submissions.

2. Procedures for Ensuring Compliance

- 2.1. Research Project Review Criteria: In order to be considered for society endorsement, the study should be:
 - 2.1.1. Feasible: The study can be successfully completed in the amount of time allotted.
 - 2.1.2. Interesting: Answers an important question of value to the simulation community
 - 2.1.3. Novel: Will result in new information not previously described or meaningfully add to existing knowledge.
 - 2.1.4. Ethical: For applicable projects, an IRB or ethical review board letter of approval or exemption must be included with this application

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along with a description of how data will be protected, managed, analyzed, and used.

2.1.5. Relevant: has broad relevance and will ultimately improve healthcare simulation.

2.1.6. The study must also be methodologically sound, with an appropriate design to achieve its stated goals.

2.2. Survey-Specific Prerequisites

In order to be considered for society endorsement, the survey must be:

2.2.1. Clearly written, relevant, and concise

2.2.2. Structured according to best practices for survey development and validation.¹

2.2.3. Methodologically sound. (Submissions must include a brief description of the number of responses needed, projected length of time to complete, how many reminders to be sent, data analysis plan, what will be done with data after completion, anonymous or not, IRB/ethics committee status)

2.2.4. Written to include clear information for prospective respondents about the survey purpose, originator, anonymity, confidentiality, and way in which data will be used.

2.2.5. Aligned in its intent with the overall mission, vision, and values of the Society.


2.3. Submission Requirements Checklist: Project submissions must include the following elements:

2.3.1. A cover letter (no longer than 1 page) addressing the above review criteria and clearly stating the society's proposed involvement with the process. The cover letter also must contain language stating that no information regarding members, member contact information, or survey responses may be used in any way except as proposed in the application.

2.3.2. A high-level project summary (no longer than 2 pages) addressing the research question (i.e. purpose, hypothesis, and specific aims) and study methodology. Methodological elements that should be addressed include study structure, outcome variables, data concerning the validity of assessment instruments, sample size calculations (if applicable), and proposed analysis plan.

2.3.3. An electronic copy (.doc or .pdf) of any survey or assessment instrument to be used within the study.

2.3.4. Letter documenting the completion of formal IRB/ethics board review.

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2.4. Review Process

- 2.4.1. Submissions or inquiries regarding the submission process should be sent to Kathy Adams, Director of Continuing Education (kadams@ssih.org). Submissions will first be forwarded to the chair of the Research Committee and then distributed to the SSH Research Committee, Scholar Advisory Subcommittee for evaluation. Submissions may also be sent to the chairs of other committees if relevant to the proposal. These individuals will then evaluate the proposals based on the above criteria. Reviews are typically completed within 2 to 4 weeks after receipt of the information outlined.
- 2.4.2. Submissions approved by the Research Committee will be forwarded to the SSH Executive Committee for final approval. Once this is obtained notification will be made of the project's status and the submission will be forwarded to the SSH Media and Communication Committee for dissemination.
- 2.4.3. Declined proposals will be accompanied by a detailed letter documenting the rationale behind the committee's decision. While these studies may be reconsidered after appropriate modification, a full resubmission will be required. Please note as well that resubmitted revisions of previously declined studies may also require the approval of an amendment by your local IRB or ethics review board. If so, this process must be completed prior to resubmission and documentation of this additional ethical review process must be included with the revised materials.

3. Appendices / Attachments

- 3.1. The following references describe aspects of optimal survey design process:
 - 3.1.1. Alwin FD, Beattie BA. The KISS Principle in Survey Design: Question Length and Data Quality. *Sociological Methodology*. 46(1): 121-152., 2016.
 - 3.1.2. Dillman DA, Smyth JD, Christian LM. *Internet, Phone, Mail and Mixed-mode Surveys* (4th ed) Hoboken, NJ: Wiley, 2014