

Guide to Filling Out the Application to Survey the POSNA Membership

Optional Letter of Intent

Prior to writing a full survey, authors have the option of contacting the Evidence Based Practice Committee for feedback on a “letter of intent” for a future survey. At a minimum, the letter should include the following information: rationale for the survey (including the purpose and significance to membership), brief summary of possible survey sections or questions, and potential future plans after survey completion.

- A letter of intent is *not* mandatory prior to survey submission.
- The purpose of this service is to help authors optimize their surveys prior to submission and avoid spending time and effort on a survey that is unlikely to be disseminated.
- Letter of intent review will be available on a rolling basis throughout the year.
- Use of this service does *not* guarantee that the survey will be accepted for dissemination during full review.

Survey Scoring and Review

Authors must pilot test the survey and determine the time needed to complete it prior to submission. Each survey is reviewed holistically by the POSNA Evidence Based Practice Committee. The committee utilizes the following scoring system in addition to qualitative comments and group discussion. Each of the following will be scored on a scale from 1 to 5.

- Burden to respondents (time commitment, readability): 1 = extremely burdensome, 3 = average burden, 5 = minimal burden
- Relevance of survey topic (likeliness to be important to members): 1 = irrelevant, 3 = average relevance, 5 = very relevant
- Future potential (likeliness to lead to future research, practice change, etc.): 1 = very unlikely, 3 = neutral, 5 = very likely

Survey Dissemination and Follow-up

- To minimize burden to members and maximize response rates, two surveys will typically be disseminated to membership per cycle (three times per year). Exceptions can be made if there are more than two exceptional or timely surveys during a single cycle. If the Evidence Based Practice Committee does not feel that there are two surveys that merit dissemination, less than two may be disseminated.
- To maximize response rates, shorter surveys will generally be disseminated first in each cycle, followed by the longer survey several weeks later.
- POSNA issues notifications for each survey twice via email and/or newsletter. If the response rate is low, the survey may be distributed once more at maximum, as permitted by the Evidence Based Practice Committee.
- The Evidence Based Practice Committee will follow up with authors 6, 12, and 24 months after dissemination to determine the outcome and impact of the survey.

Survey Application

1 BACKGROUND INFORMATION AND RATIONALE

1.1 Introduction

Brief paragraph or two to describe the setting and rationale for the survey. The details of the background go into Section 1.2

1.2 Relevant Literature and Data

Overview of the literature and data relevant to the survey to give deeper context to why this survey is important. All prior surveys of the POSNA or other memberships related to this proposed survey of the POSNA membership must be included. Any scales or evaluation tools that may be used in the proposed survey must be supported here with the literature establishing their validity. All reference citations should be listed at the end in Section 7.

1.3 Investigator Experience

List all prior surveys, publications, and currently ongoing research by the Investigator related to this proposed survey of the POSNA membership.

2 OBJECTIVES

2.1 Primary Objective

State the primary objective of the survey. This should be specific. For example: “to determine the rates of utilization of gait analysis in the clinical management of ambulatory children with spastic cerebral palsy across North America.”

2.2 Secondary Objectives

List any secondary objectives, if any, that exist.

3 INVESTIGATIONAL PLAN

3.1 General Survey Design

Provide a general overview of the survey design.

3.2 Survey Population

Provide here justification for the inclusion and exclusion criteria listed below. If all, rather than a subset, of POSNA will be surveyed explain why this is necessary for the study objective.

3.2.1 Inclusion Criteria

Example:

- 1) *Survey Responder treats >10 cerebral palsy patients a year*

- 2) *Survey Responder has been in practice for at least 5 years*

3.2.2 Exclusion Criteria

Example:

- 1) *Survey Responder does not have access to gait analysis facilities*

3.3 Platform and Method of Survey Administration

State the platform that will be used (REDCap, SurveyMonkey etc.) and describe the functions and capabilities the platform carries that lend well for it to be used for your particular survey.

3.4 Survey Length and Number of Questions

State the total length it takes to complete the survey in minutes and state the total number of questions responders will answer. You must provide justification for the length of the survey.

3.5 Ability to Opt-In or Opt-Out

In order to ensure surveys are only being targeted to the appropriate population, we require that all surveys have a screening question (or two) at the very start of the survey. Only subjects who meet the inclusion/exclusion criteria should be able to proceed to the survey. Furthermore, before starting the survey and while still in the screening process they should be able to choose to opt-in/opt-out of participation. *Please note on your survey that opting-out does not eliminate the subject from receiving further emails from POSNA about the survey.* This screening and opt-in/opt-out process helps to ensure POSNA members are not filling out surveys unnecessarily, are doing so voluntarily, and that Investigators are not receiving responses from unwanted populations.

Include here a screenshot of both the screening and opt-in/opt-out questions that you will use to screen for the appropriate target population. Describe in detail why the screening question(s) here will target only the desired survey population effectively.

3.6 Ethical Considerations

3.6.1 Confidentiality

Will survey respondents be required to identify themselves? If not, will they still be identifiable by virtue of completing the survey or be identifiable through their responses? How will the Investigators ensure confidentiality of the data from collection through analysis? Will encryption be used (or need to be used)?

3.6.2 Risk Assessment

Summarize the overall anticipated risks (if any) for subjects completing the survey. Are there any potentially compromising questions that responders may be asked to answer? If so, address how the study design and execution will minimize the risks of harm.

3.6.3 Potential Benefits of Survey Participation

Summarize all potential benefits, if any, from survey participation. Benefits should be broken down into direct benefits (accrue to the survey responder as a result of participation) and indirect benefits (benefits that accrue to the individual or society in the future).

3.6.4 Risk-Benefit Assessment

The Risk-Benefit assessment should be a justification for proceeding with the survey based on

the balance between risks and benefits. Often it is stated in the form: “The study team feels the potential benefit(s) of [insert benefits] to [insert population] outweigh the risk(s) involved.”

4 STATISTICAL CONSIDERATIONS

4.1 Primary Endpoint

Describe how it will be determined that a sufficient number of responses have been collected and that the primary objective can be met.

4.2 Secondary Endpoints

Describe how any secondary objective(s) that may exist will be measured and met.

4.3 Measures to Avoid Bias

Subjects in observational or cross-sectional studies are not assigned by a process of randomization and are therefore subject to bias. Briefly describe the measures, if any, to be taken to avoid bias.

4.4 Statistical Methods

Describe what statistical methods will be used to analyze the data collected. Please include whether a power analysis will be necessary and if so include the minimum necessary sample size.

Along with the application, the investigators will need to submit a completed example of the statistical analyses proposed here in this section. Investigators should run at least 30 trials of the survey with randomly assigned answers and use this to submit the completed example statistical analyses.

5 PRELIMINARY REPORT

Often survey responders note that it is rare, if ever, that they are able to see the results of the survey they have contributed towards. Therefore, we are asking that Investigators provide a Preliminary Report of the data within 3 months of when the survey was sent out and prior to deeper analysis and publication. This Preliminary Report does not need to be as thorough as the final analysis but should provide survey responders with feedback and data that is still meaningful. This ensures that survey responders are able to feel more engaged with the research they are kindly taking part in.

The Final Analysis should be submitted within 9 months of the survey in the form of a report and/or manuscript. Results of surveys will be posted by POSNA on the Evidence Based Practice webpage for members only to view.

6 PUBLICATION

Describe the plans for publication.

7 TIMELINE

In addition to sending the Preliminary Report to the POSNA EBP Committee within 3 months of the survey being sent out, a completed statistical analysis of the data and completed abstract should be sent to the POSNA EBP Committee within 6 months, and a completed manuscript should be sent within 9 months of the survey being sent out.

Please provide a detailed outline of all project deadlines including the deadline for sending out the Preliminary Report, abstract, statistical analyses, and manuscript to the EBP Committee, as well as the deadline for journal submission. Please make sure the timeline is written in terms of days, weeks, or months elapsed since send out of your proposed survey of the POSNA membership.

8 REFERENCES

All references cited in Section 1 belong here.