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NAEMSP Survey/Research/Focus Group Policy

A. NAEMSP Assistance with Surveys

Association members sometimes request that NAEMSP sponsor and/or assist with conducting surveys of all or selected association members. While surveys can be a valuable research tool, the design, distribution, collection, and data analysis of surveys are very resource-intensive with regard to staff time and expense for the association, and are time-consuming for members to complete. Moreover the association has neither the resources to assess the goals and content, nor the means to conduct all such surveys. NAEMSP has therefore developed the following policy:

1. All NAEMSP-sponsored surveys must further the mission and goals of the association.
2. NAEMSP does not assist with or sponsor surveys from non-NAEMSP organizations or individuals.
3. Only those surveys that directly address an objective of an NAEMSP committee or task force, and are authored by that committee or task force, will be considered. NAEMSP will not sponsor or administer surveys that fail to meet this criterion.
4. A project proposal must be submitted to the executive office for all proposed surveys. The proposal should describe the goals of the survey, how these relate to the specific objectives of the committee or task force, the target audience, and the proposed mechanisms of distribution (mailing list, use of listserv, website posting, etc) and data analysis, and must include the survey instrument itself. All project proposals must also include a budget and an estimate of staff time. The board will review such proposals with regard to how well the survey fits the objectives of the committee or task force, the appropriateness and perceived ability of the survey tool to accomplish the stated objectives, and the resource requirements for implementation. Changes made to the survey after approval by the board must be resubmitted before the survey is distributed. Reports, manuscripts, etc. that result from the survey must be reviewed and approved by the board before they can be generally distributed or published.
5. A written statement of IRB approval or exemption must be submitted prior to distribution of the survey.
6. A summary of the findings of all approved surveys must be submitted to the board within three months of completion.

Adapted with permission from the survey policy of the Society for Academic Emergency Medicine, accessed 8 April 2008 at www.saem.org/saemdn/AboutSAEM/Governance/Policies/SurveyPolicy/tabid/183/Default.aspx

B. Non-NAEMSP Sponsored Surveys

Non-NAEMSP sponsored surveys may be conducted by purchasing Association mailing lists for use in administering surveys by mail, purchasing annual meeting booth space for administration of surveys, or paying standard fees to have surveys included in the annual meeting registration materials. Individuals are reminded to obtain appropriate ethics review for any human subjects research. NAEMSP reserves the right to review and approve all materials. NAEMSP does not endorse the content of these surveys, and no formal announcements will be made during the meeting regarding these activities or encouraging attendees to participate. Authors should recognize the potential for sampling bias among conference attendees.

C. Focus group activity at the NAEMSP Annual Meeting.

Focus groups have been used at the NAEMSP Annual Meeting for research projects. While such efforts may be more likely than surveys to produce meaningful findings, they require dedicated space, and may distract attendees from the general meeting sessions.

1. In general, anyone choosing to host a focus group at the Annual Meeting should purchase room space as available.
2. Members in good standing may qualify for free space to host a focus group at the Annual Meeting if all of the following are true:
 - a. Space is available
 - b. The purpose of the focus group is pertinent to EMS
 - c. Participation in the focus group is voluntary and recruitment is non-intrusive
 - d. The host of the focus group signs a disclosure of any conflict of interest, and agrees to disclose such conflicts to focus group attendees
 - e. The topic is free of commercial bias
3. The purpose and plan for a focus group, along with IRB approval if part of a formal research study, must be submitted to the Research Committee and Board of Directors for approval once space availability is confirmed.
4. Scheduling of the focus groups sessions should be arranged to minimize the impact on attendance at general sessions.