

## **POLICIES AND PROCEDURES**

### **Society of Academic Associations of Anesthesiology and Perioperative Medicine (SAAAPM)**

**Reference Code:** 505

**Topic:** Survey Endorsement and Distribution – Initiated by Membership

**Adopted by Council:** April 24, 2014 (Revised April 5, 2018)

**PURPOSE STATEMENT:** To outline the procedure used to determine if a survey will be endorsed by the SAAAPM and to ensure the specific distribution procedure is uniformly followed for all surveys distributed to SAAAPM, AAAC, AACPD, AASPD, or AAPAE members.

**POLICY:** The Survey Request Form will be made available electronically to SAAAPM members. The Chair of the requesting department will be required to complete the form prior to review by the appropriate President of the specific association(s) (SAAA, AAAC, AACPD, AASPD, AAPAE) being asked to participate in the survey.

**PROCEDURE:** The Survey Request Form will be reviewed by SAAAPM staff to ensure the following:

1. The Chair of the requesting department has reviewed and approved of the survey.
2. The Chair indicated agreement that they will send the compiled survey results in a comprehensive document that will be posted on the SAAAPM website for all members to see once the results are ready for publication. A comprehensive report of the survey findings must include the following information before it can be posted on the SAAAPM website:
  - Title of the survey
  - Date of the survey
  - Purpose of the survey
  - Total number of participants the survey was sent to and the number of responses
  - Copy of the entire survey unless the survey or portions thereof are copyrighted. A representative sample of the copyrighted portion of the survey is required if the survey is copyrighted.”
  - Contact information so that members can discuss the survey results with the surveyor
  - Any additional information the surveyor would like to share with the SAAAPM members
3. The following information must be clearly documented on the Survey Request Form:
  - A title which appropriately describes the survey and indicates to whom the survey is targeted towards (i.e., Chairs, AACPDs, AASPDs, AAPAEs, all SAAAPM Members)
  - A summary paragraph describing the survey, when the survey will begin and the end date of the survey.
  - A link to the survey, providing additional, detailed information to the member being surveyed.
  - The signature of the Chair of the Department requesting the survey and the date of the request.
4. SAAAPM staff will review the information contained on the form for completeness before sending the survey request on to the appropriate President for approval before distribution.
5. All surveys will be sent through the monthly newsletter, after obtaining approval of the SAAAPM President. Surveys that are time sensitive or deemed important can be sent as a separate email if approved by the President of the targeted association (SAAAPM, AAAC, AACPD, AASPD, AAPAE).
6. SAAAPM staff will communicate to the requestor as to whether their request has been approved and the date of when the survey will be sent to the targeted members, if approved.

Staff will also follow up after the survey to ensure that the results document have been sent by the requestor of the survey and published on the SAAAPM website.

7. Once the survey is completed and a comprehensive report (as define in # 2 above) is received by SAAAPM staff, the survey results document will be placed on the SAAAPM website in the "survey results" section.

**NOTE: Survey requests from entities other than SAAAPM member Chairs of Departments will be sent to the SAAAPM President for review and disposition.**