

Surveys

Definition of a survey

For the purposes of this policy, a survey is defined as the gathering of information through questionnaires, interviews, or focus groups to make inferences about a population. This policy applies to surveys that are administered by the NDEP Council or by NDEP members.

POLICY

The NDEP Council has implemented a new approach to the approval and administration of surveys (including surveys for research purposes) directed at, but not limited to undergraduates, supervised practice students, graduate students, NDTRs, RDNs, educators and preceptors, in addition to members of the NDEP Council.

The purpose of the NDEP Survey Policy is to:

- avoid or minimize overlap or duplication in data collection within the NDEP Council;
- prevent survey fatigue by limiting the number and timing of surveys to any one specific group;
- ensure high standard of evidence-based research/survey methodology and design;
- encourage collaboration with BOD, HOD, AND, ACEND, CDR, CFP, and all practice groups, and;
- develop and maintain a survey inventory per month for review and decision at NDEP Council meetings.

PROCEDURE

Each survey distributed to the NDEP membership will be screened by the NDEP Council at regularly scheduled monthly meetings, placed on agenda for a vote of approval or not, and will require specific language and explanation that both confidentiality and anonymity are maintained for the human subject. To maintain confidentiality and anonymity, some examples of online survey software deemed acceptable, but not limited to, are the following: Survey Monkey, Higher Logic, mTurk, Qualtrics.

The NDEP Council does conduct surveys, when appropriate, and primarily include the following:

- Membership surveys
- Issue-based surveys

The summarized data from NDEP Council surveys will be posted on the NDEP portal. If NDEP members have questions about the survey or data, they can direct the questions to the past NDEP Chair.

Other kinds of surveys that the NDEP Council allows for its' NDEP members might include and require the provision from the originating institution/program with appropriate IRB protocol # and signed agreements as listed (and if not, an explanation of the purpose and planned use of the data obtained from the survey):

- Undergraduate, Supervised Practice Students, and Graduate surveys
 - Cooperative Authorization Agreement (including delegation of primary/secondary IRB)
 - Unaffiliated Outside of NDEP Investigator Agreement
- Faculty surveys

If the Survey Policy and Procedure is not followed by an NDEP member (s), the Academy staff liaison will reach out to the individual privately and share the current survey policy with a message from the current NDEP Chair stating necessary prior approval. The Academy staff liaison will remove the post from the portal.

To submit a proposed survey to the NDEP Council for review, the following key points must be emailed to ndep@eatright.org:

- the survey in its final form, as already approved by an external IRB, and if questions, to contact the researcher (not NDEP); keep the survey as short as possible and provide an estimated length and time to complete for participants;
- allow a 4-6 week review and approval of the survey by the NDEP Council; and,
- once your research is concluded, provide a summary and/or link to thesis or publication to be posted on the NDEP portal;
- Include the following consent language, “NDEP Council has approved posting this study to NDEP listserv,” (can be included either on the original Informed Consent prior to approval by the external IRB, or placed on your posting with the NDEP listserv)