
**WEST VIRGINIA
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

(4.3) WVPBRN Annual CORE Survey Administration

Overview

The West Virginia Practice-Based Research Network (WVPBRN) and the Community Engagement and Outreach Core (CEO) realizes the importance of supporting clinical research projects that impact clinicians and patients around the state. To limit the amount of surveys clinicians are asked to take per year, the WVPBRN has utilized the model of the CERA Survey to create the Collective Outreach and Research Engagement (CORE) Survey.

Purpose

The WVPBRN CORE Survey provides a consistent and standardized structure for surveying clinical members of the Network. The goal of this survey resource is to reduce the number of surveys members are asked to complete, provide mentoring and partnership opportunities between the WVPBRN and researchers, collect pilot data for upcoming submissions to the network, and increase quality and frequency of published medical research.

Scope

This document outlines the WVPBRN Annual CORE Survey process.

Clarification

WVPBRN project teams should follow their institutional policies and procedures regarding project protocols and Internal Review Board (IRB) submissions.

Definitions

WVPBRN Annual CORE Survey: The CORE Survey is a compilation of survey questions from multiple clinicians and/or investigators relating to a variety of primary care topics in WV. Clinicians and/or investigators may apply to the WVPBRN to have their questions included in the survey. The WVPBRN will select the top questions (not to exceed 30 questions total) that are most relevant and of interest to members.

Project Team: The individual(s) listed on the proposal submission form as contact personnel on behalf of the project.

Policy

The WVPBRN sends its members a submission template to use as a guideline for their survey submissions: a one page project proposal followed by 10 survey questions.

Procedures

1. Investigators will complete the submission template sent to them through e-mail. WVCTSI staff will ensure that the information is properly recorded and complete.
2. The submission form is then assigned a number and becomes de-identified before being transferred to an Adobe PDF format.
3. A score sheet is created for the reviewers that focuses specifically on relevance, submission quality, clinical priorities, accessibility of information, and planned next steps or impact. Reviews will score each criteria on a scale of 1-5 with 5 being the best score. An additional comments section is provided to give reviewers an opportunity for input regarding overall project design and implications.
4. The WVPBRN Steering Committee selects six Network members to be reviewers based on their individual areas of expertise. The survey proposals and reviewer score sheet are sent to the selected reviewers, and they are given 2 weeks to review.
5. Once the review is complete, the scores for each proposal are added together to determine the three highest-scored submissions.
6. The submitters and project teams are then informed of whether they were or were not selected for the current year's CORE Survey.
7. The selected surveys are then compiled into one survey with 4 separate sections: one for each of the three projects and a section dedicated to collecting the demographic information of the individual completing the survey.
8. The survey is then sent out to the WVPBRN membership for completion within one month.

9. Once the survey window closes, the responses to their corresponding surveys will be sent back to the specific project teams to analyze and move forward as they see fit.
10. After 120 days, the WVPBRN has access to the CORE Survey results to disseminate as the WVPBRN Steering Committee sees fit.

Roles and Responsibilities

It is the responsibility of the project team to provide accurate information upon completing the survey submission form. The WVPBRN reserves the right to request additional information at any time to aid the review process. Project details shall not be distributed for any use other than communicating with members and sharing within the WVPBRN and WVCTSI organizations.

References and Authority

N/A – There are no institutional policies referencing survey administration.

Approval and Authority to Proceed

I approve the procedure as described above, and authorize to proceed.

| Name | Title | Date |
|---------------------|--|---------|
| Sally L. Hodder, MD | Director, West Virginia Clinical and Translational Science Institute | 3/06/19 |



Approved By

3/06/19
Date