

The University of Arizona College of Medicine – Tucson

TBA

Student Survey Dissemination

Category:	Guidelines	Policy Status:	Final
COM-T Phase:	All Phases	Effective Date:	8/3/2020
Responsible Unit:	Curricular Affairs	Revision Dates:	N/A
Relevant LCME Standard(s):	Not Applicable		

Purpose and Summary

All student surveys must be reviewed and approved through the Office of Curricular Affairs prior to disseminating and gathering survey data of UACOM-T medical students. Local concerns with students being over-surveyed echo national concerns of student survey fatigue.

Scope

This policy applies to students, faculty, administrators, and staff at the UACOM-T, University of Arizona, and entities and organizations outside of the university. Evaluations generated by the Office of Curricular Affairs and/or clerkship-specific evaluations created by program directors and/or coordinators for clerkship rotations are not defined as surveys and are excluded from this policy.

Definitions

For the purposes of this policy, “survey” means an online or paper-based instrument gathering data that has been created by: students, faculty, staff/administration, UA main campus or entities outside of UACOM-T. This currently does not include official surveys distributed by the University of Arizona main campus.

Policy

All surveys intended to survey the UACOM-T medical students must go through the Office of Curricular Affairs (CA) for review and approval by the Assessment and Evaluation Unit prior to dissemination. Specifically, CA will review the survey for time of year students are being surveyed, quality, contribution to the scholarly advancement of the field of medical education, IRB approval, and alignment with the educational initiatives of the MD program.

This policy excludes formal evaluations generated by the Office of Curricular Affairs and Clerkship Departments for the LCME requirement of evaluating the program. These specific evaluations may be released by the Curricular Affairs staff and/or Clerkship staff to students directly. However, this exception does not include any faculty-generated surveys within a department that holds a clerkship, surveying students on non-related matters outside of the education of the clerkship.

The University of Arizona College of Medicine – Tucson

Surveys must align with educational goals of the MD program in the following ways:

- Importance to UACOM-T (local) and/or national importance, or of urgent and an emerging/new area in medical education.
- Survey must provide educational value to the student and the College of Medicine.
- Data are not available via the educational data warehouse and/or other means. If possible, alternatives to surveying students should be used instead of a new survey to students. This includes the use of existing data that the college has collected.
- If intended for research purposes, the survey must be approved by an accredited Institutional Review Board (IRB) and a copy of the IRB approval must be submitted with the survey to CA for review. The Office of Research and Analytics at UACOM-T must be notified of any educational research being conducted on our medical students, faculty, and staff.
- If the survey is intended for assessment purposes (e.g. MBTI, knowledge quiz, etc), the instrument's reliability and validity must be reported and must be aligned with the educational mission of COM-T. All results will be reported to UACOM-T in raw as well as analyzed form.
- Special exceptions/provisions for survey release may occur for surveys requested by University of Arizona and UACOM-T leadership that need immediate response and fast-tracked for release. (e.g. CoVID-19, racial climate, etc.). Approval still must be provided by the Office of Curricular Affairs prior to release.

The Office of Curricular Affairs – Assessment and Evaluation unit will track all requests and follow up that the surveys have been completed. Results will be disseminated at the Tucson Curriculum Management Subcommittee (TCMS) and Tucson Clinical Curriculum Subcommittee (TCCS) by Assessment and Evaluation

The University of Arizona College of Medicine – Tucson

PROCEDURES

The protocol for survey review, implementation and dissemination of results is:

- Requests are submitted to the Director of Program Evaluation and Student Assessment – the completed survey request form, a copy of the survey, approximate length of time it takes to complete, a copy of the email body to students, and IRB approval and reliability and validity data (as applicable).
- Review of the survey will be done for: purpose, timing, length, feasibility, and alignment of the educational goals of the MD program as stated above. Clarity on student confidentiality and anonymity must be provided. Students must be provided the option to opt-out of the survey at any time and are not required to take the survey.
- How the data will be used and stored, and for how long, must be provided (e.g. assessment/evaluation of a program, educational research, etc.)
- Surveys may be returned for edits and/or clarification if needed.
- CA may adjust the survey distribution timing to consider exams or other curricular events.
 - No surveys are to be disseminated during important student periods (e.g. USMLE Step exam periods) or periods when official UACOM-T surveys are active (e.g. Independent Student Analysis (ISA), AAMC GQ, etc.)
- Upon approval, survey will be disseminated to medical students by the researcher to the class email lists
- Surveys will be allowed 1 reminder to complete the survey.
- Surveys must be hosted on a UA platform or equivalent at another institution (e.g. Qualtrics, RedCAP, etc).
- A summary report must be provided back to Curricular Affairs upon completion of survey within 1 month of close of survey.