

AAO-HNS Survey Request Form

Please submit this completed form to memberservices@entnet.org.

AAO-HNS/F SURVEY POLICY:

The AAO-HNS/F is committed to facilitating the dissemination of relevant surveys that both satisfy the aims of the developer, and provide a clear and deliverable benefit to Academy members. To accomplish this, it is necessary that content is appropriate and survey design is methodologically sound and consistent.

All requests to survey members must be reviewed and approved by one of the AAO-HNS/F Clinical or Education Committees. Once approved by the committee, it must then be presented and approved by the Executive Committee.

A well-developed survey should:

- Have a clearly defined purpose and objectives which provide value to members of the AAO-HNS
- Address a clinically important topic relevant to otolaryngology
- Collect information aimed to address the purpose and objectives of the survey
- Be designed so questions may yield meaningful data which can be statistically analyzed.
- Include no more than 20 questions (including sub questions) and take no longer than 5 minutes to complete
- Include questions to capture any relevant demographic data (e.g. gender, subspecialty, location, practice type, etc.)

To have your survey considered for dissemination, please submit the following to the appropriate Clinical or Education committee:

- Completed survey request form
 - Draft copy of the proposed survey including a cover letter/invitation to complete the survey (links to SurveyMonkey, REDCap, etc. are preferred so those reviewing the survey can ensure the decision/skip logic is appropriate).

Surveys disseminated to Academy membership typically receive a 6 percent response rate. Unfortunately, we do not have the ability to provide demographic data. If you require this type of information, relevant questions must be built into your survey.

Survey requestors must complete the survey request form and provide a copy of the proposed survey. **Incomplete applications will not be considered.** Surveys will be reviewed to ensure that content is compatible with the strategic aims of AAO-HNS/F, is not duplicative of prior survey efforts, and is methodologically sound.

Last reviewed and updated: May 2015

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Approval to disseminate a survey does not infer endorsement by or collaboration with the AAO-HNS/F.

A summary report of the survey results must be shared with the endorsing Committee. As these surveys must benefit AAO-HNS membership, survey developers must agree to submit results to either *The Bulletin* or to *Otolaryngology-Head and Neck Surgery* for publication consideration within 1 year of dissemination.

REQUESTOR CONTACT INFORMATION:

Name:

Email:

Phone:

Institution/Practice:

Funding source (if applicable):

If this survey was developed by an AAO-HNSF Committee, please state the committee:

Member ID:

SURVEY INFORMATION:

Survey Title:

How will the results of this survey benefit AAO-HNS members?

How do you intend to utilize the survey data?

Grant submission Presentation Publication

Please state your plan for conducting statistical analyses of survey data:

Which AAO-HNS members do you propose to survey?

Residents General otolaryngology Pediatric otolaryngology

Rhinology/allergy Otology/Neurotology Head/neck surgery

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- Military Sleep medicine Laryngology
 Facial Plastics/reconstructive surgery

Does this survey require approval/exemption from an Institutional Review Board? If so, please provide the IRB#:

PLEASE READ: By submitting this survey form, you agree to the terms and conditions set forth in the policies and procedures stated above. You also agree to submit results of the survey to the Academy’s monthly news magazine, *The Bulletin*; *Otolaryngology—Head and Neck Surgery* peer-reviewed journal; or as a mini-seminar at the AAO-HNSF Annual Meeting & OTO EXPO within 1 year of the survey close date.

Print name: _____

Signature: _____

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