

## **NAMSS Guidelines for Cooperating in Research Projects from Outside Groups or Entities**

When the National Association Medical Staff Services (NAMSS) contributes access to membership or other related data for the purpose of outside research, the NAMSS mission and vision statements and the principles and guidelines outlined in this policy will direct NAMSS in the formation of the relationship.

These guidelines should be reviewed at least every three years to assure their continued relevance to the policies and operations of NAMSS and to our professional environment.

### **A. General Principles**

The following general principles provide guidance for participation in appropriate research projects:

1. The NAMSS mission and vision ultimately must determine whether contributing data for a proposed research project is appropriate. The proposed research project should support the priorities outlined in NAMSS' strategic plan and support the work of its membership.
2. The research project must preserve or promote trust in NAMSS and the medical services profession. A research project that could undermine the trust of its membership and industry stakeholders in NAMSS or the profession, or would undermine support for the furtherance of patient safety through credentialing and privileging would not be acceptable. No research project should raise questions about the content of NAMSS educational publications, courses, or position statements.
3. NAMSS will consider a research project only if acceptance would not pose a conflict of interest or negatively impact the objectivity of the association, its members, activities, programs, or educational content.
4. Any material developed for distribution as part of a project involving marketing or sponsorship will be subject to review and approval by the NAMSS Board of Directors before publication.

### **B. Research Participation Guidelines**

NAMSS will only engage in research projects that are approved by the NAMSS Board of Directors and in compliance with the guidelines below.

1. Research projects may not be pursued in connection with a commercial product or entity that is not acceptable for advertising in a NAMSS publication as determined by the Association. The NAMSS Board of Directors will determine if endorsement of the research project is appropriate and reserves the right to issue a disclaimer. A research relationship with a particular commercial product or entity *does not imply* endorsement of the product or entity.
2. A research application (see attachment) shall be submitted for review along with any pertinent supporting documents.
3. All research project proposals must contain a signed agreement outlining the scope and responsibilities of all parties. Such agreement shall include the following:
  - Names and contact information of NAMSS members will be held in strict confidence and will not be used for any purpose other than the specific research project outlined in the agreement and will be destroyed or deleted following the data collection process.
  - If members' information is inappropriately or subsequently used for other projects by the researcher without a current agreement, the NAMSS Board of Directors will review the situation and take appropriate action.

- Based on the research project, only membership information related to the specific research project will be released.
- The approximate time required of the individual NAMSS member to complete any research survey shall be indicated in advance by the researcher.
- The final research report will contain only de-identified information.

Upon approval of a research project, NAMSS will send an email to its members informing them that NAMSS has approved the research project. The email will also indicate that member participation is optional and that the initial contact from the researcher will give the members a mechanism to “opt out” or to simply “unsubscribe” from the researchers email.

### **C. Organizational Review and Approval Process**

Every proposal for NAMSS participation in a research project must be thoroughly screened prior to implementation.

1. After review by the Executive Director the NAMSS Research Task Force will review all research project proposals to assure adherence to the principles and guidelines herein. Research proposals will be presented to the Research Task Force for a recommendation on an ad hoc basis.
2. The Board of Directors will make the final determination on participation in all research projects considering the recommendation of the Research Task Force.
3. The Executive Director is responsible for coordinating the review of proposed research projects, managing NAMSS participation in the project consistent with the approved agreement, and reporting to the Board of Directors on all NAMSS research projects at least annually.
4. NAMSS's Board of Directors will review all research reports for appropriate use of NAMSS's logos and trademarks and to prevent the perception of implied endorsement (except when appropriate) of the research findings and conclusions prior to release of the final report.
5. Research reports or findings that falsely claim NAMSS approval will be subject to a penalty to be determined by the NAMSS Board of Directors.

# NAMSS RESEARCH APPLICATION

Project Title \_\_\_\_\_

Date Submitted to NAMSS \_\_\_\_\_

Date Complete Application Received by NAMSS BOARD \_\_\_\_\_

## Checklist for Items That Must Be Included with This Application

- Signed Application (this document)
- Full Study protocol (see attached Components for Research Study Proposal)
- Resume or CV for Principal Investigator and any Co-Investigators

<b>Research Sponsor</b>	
Company/Sponsor Name	
Address	
City, St, Zip Code	
Phone	
Fax	
Contact Person	
Contact's email	

<b>Principal Investigator: (provider copy of CV or resume)</b>	
Name	
Address	
City, St, Zip Code	
Phone	
Fax	
Email	
<b>NAMSS MEMBER?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes

Have you participated in other research projects approved by NAMSS?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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<b>Secondary Investigator: (if applicable) (provider copy of CV or resume)</b>	
Company/Sponsor Name	
Address	
City, St, Zip Code	
Phone	
Fax	
Email	
<b>NAMSS MEMBER?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes

Have you participated in other research projects approved by NAMSS?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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<b>Study Contact</b> (if different from Principal Investigator)	
Name	
Address	
City, St, Zip Code	
Phone	
Fax	
Email	
<b>Brief Description of Project:</b> (See attached outline for complete study protocol)	
<b>Methods to be used</b>	<input type="checkbox"/> Email <input type="checkbox"/> Direct Mail <input type="checkbox"/> Phone
	<input type="checkbox"/> Other
<b>Time Period of Data Collection of Proposed Study:</b> From: _____ To: _____	
<b>Approximate Time required of the individual NAMSS member to complete the research tool?</b>	
<b>Indicate the designated membership you wish to participate in the study:</b>	
<input type="checkbox"/> All NAMSS members <input type="checkbox"/> Hospital Members <input type="checkbox"/> Managed Care Members <input type="checkbox"/> Credentials Verification Organizations <input type="checkbox"/> Provider Enrollment <input type="checkbox"/> Vendor <input type="checkbox"/> Other: _____	
<b>Subject Confidentiality:</b>	
Who has access to the study records?	
<ul style="list-style-type: none"> <li>• Primary Investigator</li> <li>• NAMSS</li> <li>• Other, Specify: _____</li> <li>• Study Monitors</li> <li>• Study Sponsor</li> </ul>	
Will research records be linkable to the members by identifiers entered into the records? (Identifiers include names, institution, etc.)	
<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, clarify record keeping procedures)	
What measures will be taken to preserve the confidentiality of research information collected and the privacy of NAMSS members?	
Is there a likelihood of commercialization of the new knowledge? <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>Advertising:</b> Will advertisements be used? <input type="checkbox"/> No <input type="checkbox"/> Yes (attach copy)	

**Disclosure of Conflict of Interest:** Describe any potential conflicts of interest including any potential financial gain to you or your organization

I understand and agree to the statements above and that signature of this agreement certifies that all of the information herein contained is a true and accurate representation of the proposal to be undertaken and agree to the terms below:

- Names and contact information of NAMSS members will be held in strict confidence and will not be used for any purpose other than the specific research project outlined in the agreement and will be destroyed or deleted following the data collection process.
- Based on the research project, only membership information related to the specific research project will be released.
- If members' information is inappropriately or subsequently used for other projects by the researcher without a current agreement, the NAMSS Board of Directors will review the situation and take appropriate action.
- I agree to provide NAMSS members with a mechanism to "opt out" of the study or simply "unsubscribe" from the initial email.
- Data ownership will be shared between NAMSS and the researcher unless otherwise agreed upon in advance.
- I agree not to start this study until final approval has been obtained from the NAMSS Board of Directors.

\_\_\_\_\_  
Principal Investigator's Signature

\_\_\_\_\_  
Date

Approval by the NAMSS Board

\_\_\_\_\_  
NAMSS President

\_\_\_\_\_  
Date

## **Components for Research Study Proposal**

### **Title Page:**

Full title

Principal investigator's name, professional qualifications, phone number, address, department

Other study team members

Date

### **Background**

Introduction to the problem

Current literature regarding the problem

Relevance of current study to MSP profession

(Hospitals, CVO, Managed Care, Provider Enrollment, etc.)

### **Research question/aim/purpose**

What are the purposes of the study?

Objectives of the study (primary and secondary objectives)

Expected outcomes (what are the variables?)

### **Methods**

Design: Describe what you intend to do

Quantitative or qualitative

Descriptive, Observational

Survey (provide copy of proposed survey)

Others

Sample/Sample size: who are the study participants

Inclusion/exclusion criteria (be specific with details about characteristics of participants)

Rationale for sample size

How, where will you recruit

Will participants receive any compensation?

### **Setting**

From what geographic area will you recruit subjects?

Risks/benefit assessment

Consider confidentiality of data

### **Protocol**

What are you going to do?

Describe research activities that will be done

What data will you collect, how, when, who will collect?

Describe the exact sequence of what you will be doing during the data collection

### **Analysis**

Include preliminary plans for data analysis

Specific idea about statistical tests that you will use

### **Data safety and monitoring**

How will you store, secure the data?

Consider confidentiality