Policies and Procedures for the Distribution of Non-Section Research Surveys to SOPT Section Members

A. Background: The SOPT leadership understands that our section is the single largest organized group of pediatric trainees in the nation. We therefore recognize that our section membership has the potential to provide a vast amount of meaningful data when surveyed. These data have the potential to positively impact both the health of children and our section members.

The SOPT leadership is also fully committed to serving its membership. This commitment includes respecting members’ privacy and time. With a thoughtful approach, the SOPT leadership believes that section members can be effectively surveyed by non-SOPT persons using a controlled and scrutinized approach.

The SOPT leadership has therefore created the following policies and procedures that must be met for an applicant’s survey to be considered for distribution to members of the SOPT.

B. Procedures:
   a. IRB approval must be obtained and provided to the SOPT section manager. No survey will begin the process of consideration without final IRB approval from the applicant’s home institution. If the applicant is not affiliated with an institution that houses an IRB, then please contact the section manager to determine which independent IRB to utilize.
   b. Applicants must be SOPT members. Survey authors who are not SOPT members must obtain a SOPT member to co-sponsor and submit the survey.
   c. Applications will be submitted to the section manager and must include the following:
      i. Survey topic and title
      ii. Survey link and the complete survey in e-document form. The survey must contain the following elements:
         1. Estimated time of completion in the body of the survey at its beginning
         2. Any incentives to survey respondents in the body of the survey at its beginning (including a statement if no incentives are offered)
      iii. Statement of understanding that all final reports, articles, or survey findings (in any format) will be shared with the SOPT Executive Committee.
   d. If accepted for distribution, the following procedures will be used to distribute the survey:
      i. A statement of SOPT Executive Committee non-endorsement will be connected to survey
      ii. Only electronic surveys will be distributed to section members
      iii. Survey links will be included in “What’s New” e-mails, there will be no separate emails for each survey. Survey link will be permitted to be in “What’s New” emails for no longer that two months.
      iv. Only the section manager will send the “What’s New” emails

C. Additional Policies:
   a. Final survey approval from any source is at the discretion of the SOPT Executive Committee.
   b. When other AAP sections seek to survey SOPT members, approval will be at the discretion of the SOPT section chair. The SOPT Chair is encouraged to obtain guidance from the Executive Committee when possible.