

# American Bronchoesophagological Association



Recent increasing interest in surveying the ABEA membership has necessitated development of formal guidelines.

ABEA recognizes the value of well-designed survey research. To provide useful information for the otolaryngology community and colleagues, a survey should address a novel clinical question. However, the rights of members to be protected from “spam” or frivolous surveys is also recognized.

The survey should address an important problem or a critical barrier to progress in the field. The findings should potentially contribute to at least one of the following: safety, clinical decision, health care policy. The survey will provide a voice so that opinions and practice patterns of otolaryngologists will be part of the medical literature and/or contribute to the development of new clinical practice guidelines within otolaryngology.

Through our review process, we hope to improve the quality and also eventually the response rate of surveys. ABEA will endorse the survey and also track the response rate.

## **Overview:**

Surveys should be as brief and to the point as possible. This will improve response rate and completion rate. Historically, the response rates of surveys are 20-30%. Advice from an experienced survey researcher is recommended.

The potential surveyor is responsible for reviewing the literature to ensure that similar surveys have not already been performed. The survey’s academic purpose should be clearly articulated and defined. Surveys with a clear objective (i.e. gather data for an article on this topic to be published in a journal, provide preliminary data for a grant application to an organization) are more likely to be approved.

## **Guidelines for surveys:**

To address concerns about the quantity and quality of research surveys distributed to ABEA members, the Research and Education Committee has developed survey criteria and an application process. The goal of the survey criteria is to provide guidelines to generate well designed surveys and therefore improve the overall quality of the research and the survey experience for the participating ABEA members.

**The proposed survey criteria to be reviewed are summarized below:**

- The survey should address an important and relevant topic to pediatric otolaryngology which will add to the field/literature.
- The survey should have clearly stated objective(s).
- The survey questions should focus on answering/addressing the survey objective(s) and be designed to generate meaningful statistical analyses; questions should be limited to only those used in analyzing the responses or describing the respondents.
- The survey should not take more than 5 minutes and should have no more than 15-20 questions (without sub-questions or multiple parts).
- The invitation to complete the survey must state (a) the number of total questions and (b) the anticipated completion time. There should be feedback provided to the respondent after each page regarding the percentage of the total survey completed.
- A full copy of the planned survey including the cover letter/invitation to complete the survey should be submitted with the request to review the survey.
- A maximum of 6 surveys will be accepted for each cycle. The Research and Education Committee would review the survey applications and provide a score.

**Expectations and steps in the survey process:**

- Potential surveys require the sponsorship of an ABEA member.
- All survey requests must be submitted through our application process. Please complete ABEA survey application, [available here](#).
- To minimize survey fatigue, the survey will be set up so that individuals who did not respond to the initial survey request would get a subsequent email with a second chance to complete. Each survey can be distributed a maximum of 2 times.

**Expectations after survey process:**

- 1) We encourage the investigators of the survey present their results at our annual ABEA meeting.
- 2) By 12 months after the survey has been distributed, the investigators are expected submit a report of the outcome of the study (e.g. what is the response rate, has the study been submitted for presentation or prepared as a manuscript).

If you have additional questions, please email ABEA Management at [abea@fac.org](mailto:abea@fac.org).

Thank you.