AAHKS Research Committee Policy Statement on Member Surveys

1. Survey proposals must be submitted in writing to Attn: Chair, AAHKS Research Committee through Eileen Lusk (via email attachment {in MS Word format} at eileen@aahks.org). Proposal must include survey sponsor/investigators (all)/affiliation(s), and a brief (< 300 word) abstract which includes the following headings: hypothesis, significance and background, methods (for both survey and data analysis) and a draft of the specific questionnaire instrument. Survey topics must be of keen interest to the AAHKS membership, be industry or commercially unencumbered, and of professional or scientific value in the area of hip and knee reconstruction.

2. The AAHKS Research Committee must review (in advance of a AAHKS or AAOS Annual Meeting face-to-face or a Sept or Jan conference call meeting) and reach quorum decision on all member survey proposals (which will be distributed devoid of investigator and institutional identity) before a survey proposal is approved.

3. Any survey approved by the AAHKS Research Committee will be developed with the input and final approval by the Research Committee. Investigators who submit survey proposals which are approved by the AAHKS Research Committee must work in collaboration with the Research Committee and should choose to involve a "Committee Champion". The AAHKS Research Committee will have final approval on the survey process and stages, and all final survey questionnaires, accompanying cover letters and reminder print pieces. Issues of "special significance" (as determined by the Research Committee Chair) regarding survey approval or performance will be brought to the AAHKS President for possible discussion with the AAHKS Executive Board.

4. Surveys approved by the AAHKS Research Committee will be deemed "Official AAHKS Sponsored Surveys". They will utilize the AAHKS logo, and will be distributed directly by AAHKS to the AAHKS members. Online surveys (such as through "survey monkey") can be used and we eventually become the preferred method of survey. Survey questionnaires will be returned directly to AAHKS and coded before being given to investigators. Confidentiality of AAHKS member responses will be ensured.

5. Major membership surveys will not exceed two (2) in any twelve month period. The AAHKS Research Committee will be involved in the decision as to the timing of each survey, and the length of each survey. Major surveys should not exceed two (2) pages in length or take longer than 5 minutes to complete online. Rolling approval of surveys will be preferred so one new survey will be approved approximately every 6 months.

6. The AAHKS Research Committee will have access to and the right to review the survey data and the conclusions of the investigator at any time prior to presentation and publication of any survey results. Results of member surveys should be presented at the first AAHKS Annual Meeting (except with special permission of the AAHKS President and Research Committee Chair. Manuscripts should be published following presentation and Journal of Arthroplasty should be the preferred target journal. Manuscripts may be sent to JBJS (AM or Br) or CORR for enhanced visibility under special circumstances as approved by the AAHKS Research Chair.

wbm (10/11/06)