

**AOHP
Research Committee**

Association Research Guidelines

Objective: Provide guidance for members/non-members/partners who desire to conduct research, including surveys, with AOHP or its membership.

Guidelines:

Internal research studies:

Definition: An AOHP member either individually or as a member of the AOHP Research Committee requests AOHP membership be the sample of the research study.

Procedure:

1. The individual requesting the research must submit a brief proposal requesting the research. The research proposal must include:
 - a. Title of study
 - b. Goal of the study
 - c. Relevance to occupational health in healthcare
 - d. Sample size including if AOHP will be part of a larger sample; how will the AOHP data be utilized, segregated and de-identified.
 - e. Method to conduct the research– Survey Monkey or other tool
 - f. How will results benefit the AOHP membership at large
 - g. Intended use of the results
 - h. How the results will be disseminated
 - i. Name and contact information of principal investigator
2. The proposal will be sent electronically to AOHP Headquarters at info@aohp.org and forwarded to Research Committee Chair
3. Research Committee Chair and two other committee members will review the proposal.
 - a. If approved, the Research Chair will submit the proposal to national Executive Board on or before the next regularly scheduled meeting for approval.
 - b. If additional information is needed, the Research Chair will contact the principal investigator, identify the needed information and provide a time line for the additional information to be received. If the additional information is not received by the deadline, no further action will be taken by the Research Committee
 - c. If disapproved, the proposal will be presented to the national Executive Board for review and the final decision as to whether or not the research should be conducted.
 - d. The Research Committee Chair will follow-up accordingly with the principal investigator regarding the outcome of the research proposal.
 - e. If approved, the Research Committee will review and approve the research tool and contents. The study will be subject to final Executive Board approval.
 - f. If accepted, the investigator will be encouraged to publish his/her results in the AOHP Journal.
4. The submission, review and approval process shall take no longer than four weeks.

External research projects:

Definition: AOHP, as an association, is a member of an external professional working group. The group may conduct research as part of its work, and AOHP membership would be part of, or, in total, the sample for the study.

Procedure:

1. The AOHP representative of the working group will provide the Research Chair and the Executive Board with a summary of the proposed research project and obtain approval to participate (see above for content of proposal).
2. If AOHP is the project leader, the data from the project will be the property of the Association.
3. If AOHP is not the project leader, AOHP will participate in the project and be recognized in the dissemination of the results including dissemination to AOHP membership. In addition, AOHP will strive to obtain the data or a subset of the data related to AOHP membership for further analysis.

Policy - Unpublished Data Request

It is the policy of AOHP not to release any unpublished data from surveys or research studies. Should a request for unpublished data be made by any individual, Headquarters will advise the individual of the policy. If the individual has additional questions/concerns, he/she will be referred to the Research Committee Chair. If after discussion with the Research Chair, the individual requests additional consideration of the request, it will be taken to the Executive Board for consideration. The final decision to release unpublished data rests with the Executive Board.

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