

Florida Academy of Family Physicians (FAFP) Membership Survey Policy

All requests to survey the Florida Academy of Family Physicians (FAFP) membership shall be deferred by staff to the appropriate committee of jurisdiction for review and approval. The committee will utilize the criteria below to determine the appropriateness of the survey and how the results will provide value to the membership and FAFP, not just the surveyor. Any concerns or disputes will result in the survey being referred to the Executive Committee for final determination.

Survey criteria:

- Survey must be submitted by a member in good standing within the AAFP/FAFP and include the required introductory statement*;
- Survey must have IRB approval prior to submission to the FAFP, which will be appropriately credited for its contribution in any published works. If IRB approval is not obtainable or the survey is exempt from IRB Review based upon federal regulations, the survey and supporting documents will be referred to the FAFP Executive Committee for final determination;
- Survey must have clear and designated deadlines to complete survey and will be sent to FAFP members not more than two (2) times;
- Surveyor may not submit more than one survey per year;
- Survey approval is under the complete and absolute authority of FAFP and can be rescinded at any time by the Academy;
- Survey must clearly demonstrate and state the relevance of the survey to Family Physicians in the state of Florida;
- Survey must be designed to produce valid and reliable results, must clearly state the objectives of the study and indicate the intended use of the results;
- If results are to be published in any fashion, including electronic media, the participants in the study are to be informed in the introductory statement*. The potential results should:
 1. Significantly add to the body of knowledge in the medical field, particularly family medicine; and
 2. Have a positive benefit for the membership of the FAFP.
- Final determination will be provided to the surveyor no longer than 90 days from submission.

Survey must be distributed to members through FAFP survey tools and results will be provided to the surveyor for review within 10 days from survey deadline. FAFP is required to review and approve a complete copy of all survey pieces prior to distribution to FAFP Membership. This includes the following:

1. All cover letters/materials soliciting members to participate (if there are multiple communications, all follow-up must be included.) If the results are to be published, the participants in the study should be informed in the cover letter; and
2. A final copy of the survey instrument.

Administrative Fees for conducting a survey via the FAFP:

- FAFP Member: \$250; FAFP Student/Resident: Fee Waived.
- The Academy will not sell its member list for names/addresses/email/telephone or facsimile solicitations.

***Required Introductory Statement for Surveys:**

We invite you to participate in a research survey regarding [insert general purpose of study]. This survey is part of a research project to help FAFP determine (insert reason for need for study). This survey can be completed in [xx] minutes or less. The responses provided are anonymous and participation is completely voluntary.

Information learned from this study may be reported in/at [insert dissemination venue]. No individual will be uniquely identified but a summary of the responses may be reported. By completing this survey you are implying consent to participate as a subject.

If you have any questions about this research study, please contact Jennifer Young at jyoung@fafp.org