

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Request for Student Participation in Research and Surveys

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 2/28/2023

REVISED DATE: 12/12/2023

LCME ACCREDITATION STANDARD REFERENCE: 8.4

### PURPOSE

The purpose of this policy is to reduce the survey burden on our students and maintain the effectiveness of those surveys required of our student body. The policy is also intended to reduce surveying of redundant content and monitor requests for student participation in research. Ultimately, the policy will ensure student surveys and research opportunities have been appropriately vetted and outlines the process by which student surveys are reviewed, approved and administered. This policy is not meant to limit or regulate the internal analysis of student data managed through the Offices of Medical Education or Accreditation & Quality Improvement.

### POLICY

The Creighton School of Medicine's Office of Medical Education (OME) provides a variety of services that assist in the development, administration and analysis of surveys. The OME in accordance with LCME Standard 8 will engage in curricular revision and program evaluation activities to ensure that medical education program quality is maintained and enhanced and that medical students achieve all medical education program objectives and participate in required clinical experiences and settings. This policy is not meant to restrict these surveys. These surveys include those developed for the purposes of:

1. Curricular management, evaluation, and enhancement to ensure the medical education program quality is maintained.
2. Use of medical educational program objectives to ensure programmatic effectiveness.
3. Curricular design, review, revision and content monitoring.
4. Program evaluation to enhance medical education program quality.
5. Medical student feedback in evaluating medical education program quality, a medical school has formal processes in place to collect and consider medical student evaluations of their courses, clerkships, and teachers, and other relevant information.

Beyond the scope of regular program evaluation, all requests for student surveys and research participation will be evaluated and approved by a subcommittee of the Educational Program Committee (EPC). In order to be reviewed by the subcommittee, surveys or research requests must meet the following requirements:

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1. Appropriate review and approval in accordance with Institutional Review Board (IRB) requirements. Applicants are encouraged to contact the research coordinator in the Scholarly Project office if there are concerns or questions regarding IRB requirements prior to their submission to the EPC.
2. Student investigators must include a faculty mentor or sponsor.
3. Investigators have consulted with the university privacy officer to ensure compliance with student privacy policies.

The subcommittee of the EPC, in coordination with the Assistant Dean for Evaluation & Analytics, will advise on timing of survey and research requests.

Studies approved by the subcommittee of the EPC at the School of Medicine will provide important information needed to guide curricular decision making. The process aims to:

1. Reduce survey fatigue and unnecessary survey proliferation.
2. Coordinate the timing of the surveys to maximize their effectiveness.
3. Verify that the survey complies with FERPA guidelines and meets IRB requirements.
4. Are respectful of student time and avoid student evaluation overload
5. Follow sound and rigorous evaluation principles and methods.

The Creighton School of Medicine (SOM) employs consistent procedures for notification and processing of surveys administered to medical students. The school requires anyone who sends surveys to medical students to do so in accordance with the procedures outlined in this policy. While surveys may be developed for a variety of purposes, any data collected from Creighton SOM students by Creighton faculty and students should be made available to the OME upon request. All student surveys and research opportunities beyond the scope of regular program evaluation will be voluntary for student participation.

### PROCEDURE

#### Survey Approval and Endorsement

All surveys developed in accordance with this policy that gather feedback on core curricular programs and student services will clearly display the following official endorsement: "This survey is endorsed and approved by the Creighton School of Medicine Educational Programming Committee (EPC) for the express purpose of improving our programs and services."

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Other surveys developed with OME consultation will bear the following: "This survey is endorsed by the School of Medicine." Documentation will indicate to the researcher which endorsement has been granted.

Outside vendors, organizations and individuals not officially associated with the School of Medicine must have approval from the Associate Deans for Medical Education and Student Affairs. These surveys are rarely approved and The School of Medicine reserves the right to refuse access to our medical students by external constituents.

### Survey Priority

In the event that there are multiple requests to survey medical students within the same timeframe, the following criteria will be used by OME to determine priority (from highest to lowest priority):

1. Core education programs
2. Creighton faculty and student educational research
3. Creighton medical student-initiated surveys not related to educational research
4. Other proposed and approved surveys

### Survey Participation

The survey requestor is responsible for initiating all communications for their respective surveys. Methods for publicizing surveys can be suggested by the OME in consultation with the Associate Dean for Student Affairs. All student surveys and research opportunities beyond the scope of regular program evaluation will be voluntary for student participation.

### SCOPE

This policy applies to students, faculty, administrators, and staff at both Creighton Regional Campuses, and entities and organizations outside of the university. Evaluations generated by the Offices of Medical Education and Accreditation and Quality Improvement and/or course-specific evaluations created by program/course directors and/or coordinators are not defined as surveys and are excluded from this policy.

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### **DEFINITIONS**

For the purposes of this policy, “survey” means an online or paper-based instrument gathering data that has been created by: students, faculty, staff/administration. This currently does not include official surveys distributed by the Creighton University Office of Accreditation and Quality Improvement.

### **ADMINISTRATION AND INTERPRETATION**

The Educational Program Committee is responsible for the administration of this policy. Please forward questions to the Chair of the Educational Program Committee.

### **AMENDMENT**

This policy may be amended by majority vote of the School of Medicine Medical Education Program Educational Program Committee.