

ACAPT SURVEY PROCESS

Last updated: July 2022

ACAPT consortia, task forces & committees: As part of your responsibilities to support the purpose, mission, and strategic initiatives of ACAPT, each volunteer leadership group of ACAPT will want to collect data specific to their subject matter expertise (e.g., clinical education, research, interprofessional education, etc.) for the benefit of all DPT member institutions.

When considering data needs and objectives, please keep in mind that we want to build upon the ACAPT [Criteria for Excellence](#) and strategic plans outlined by the ACAPT board of directors. ACAPT has developed the preliminary [Excellence Framework for Academic Physical Therapy](#), addressing priority categories for facilitating DPT program success.

In addition, ACAPT is committed to gathering, analyzing and reporting out to its members key data that will inform and assist programs on their path toward excellence. Ideally, captured data would address **critical issues and trends** in academic physical therapy, including issues impacting institutional effectiveness to inform change, such as:

- Transforming clinical education
- Addressing the shortage of qualified faculty
- Building diversity
- Controlling student debt
- Increasing the value of education for a career in PT

Survey process guidelines

ACAPT has adopted Qualtrics as its primary software for survey data implementation. ACAPT requires that all groups use the ACAPT Qualtrics account for survey creation. Benefits of this process include:

- Reducing redundancy by centralizing data collection and storage of all ACAPT survey data.
- Scheduling of all surveys for maximum response and efficiency, while considering other member communications and surveys.
- Facilitating connection of a particular program with its data derived from disparate surveys/resources.

When an ACAPT consortium, task force, committee, or other group is considering a survey, they must follow the following process:

- 1) The appropriate survey leaders should **reach out to acapt@acapt.org with the following:**
 - a. Description of survey goals,
 - b. Rough timeline*,
 - c. Target audience,
 - d. [Completion of copyright agreement](#), and
 - e. Primary contact for the survey.
- 2) After ACAPT provides feedback on the general survey details, the leadership group should also provide ACAPT with a **draft survey in Word**. ACAPT staff will review and will ask the ACAPT Data

Advisory Committee to review the draft survey questions for feedback on phrasing, redundancy of questions from previous surveys, etc. Feedback will be incorporated into a final Word survey document to make it easier to import into Qualtrics. (A sample survey Word doc will be provided to each survey creator.) ACAPT will also work with the survey contact to ensure data is tracked by the standard ACAPT institution name.

- 3) After the ACAPT Data Advisory Committee has reviewed the final survey questions, the survey contact can create an **Institutional Review Board (IRB)** request for its ACAPT survey. The survey contact should submit an IRB to his/her/their institution, making it clear that the data will be collected through the ACAPT Qualtrics account and will be shared with ACAPT; only anonymized and aggregate data will be made available to ACAPT members. ACAPT staff will have access to the non-anonymized data. Data will be stored within Qualtrics in secure servers. The survey contact should send a copy of the final approved IRB to acapt@acapt.org.

Below is a sample of what will appear on the survey's first screen:

The purpose of this survey is XXX and is being conducted by the American Council of Academic Physical Therapy (ACAPT).

- Your participation in this survey is voluntary.
- We anticipate that completion of this survey will take approximately XX minutes, dependent upon the amount of comments that you provide.
- The responses will be confidential and findings will be reported out in the aggregate. No identifying information will be reported in any publications or presentations that result from this work.

This study has been approved by the XXX Institutional Review Board.

If you have any questions, please contact acapt@acapt.org.

- 4) ACAPT staff will send all surveys to the appropriate **target audience**. The survey contact should be specific in identifying the audience and as needed, provide relevant data contacts.
- 5) Working with the survey contact and the ACAPT Data Advisory Committee, ACAPT staff will **schedule a target date** for survey delivery, avoiding conflict with other surveys. Staff will also provide a full **survey timeline** to include when the survey should be created, etc.

Each survey contact is responsible for creating the survey within Qualtrics (**by sharing a Qualtrics survey**) and can use the Qualtrics support team and acapt@acapt.org for any questions.

We also require most survey creators to test their pilot survey with a small group before sending to their target audience. We will work with each group on a timeline so you can evaluate the results of your pilot and make adjustments with the Data Advisory Committee input before launching the official full survey.

- 6) The ACAPT survey contact will receive anonymized survey response data from ACAPT for analysis and reporting. The ACAPT survey data must be kept **confidential and secure**. All data must be stored on a firewalled-protected server.

Anonymized data has no personal identifiable information (PII – e.g. email address, first/last names, institution names, etc.) **Only ACAPT staff** will have access to PII and individual survey data. ACAPT staff use ACAPT's VPN and firewall with certificate. ACAPT's workstations have malware and anti-virus protection.

- 7) The survey contact shall lead the preparation of **reporting and analysis** based on survey responses. If the contact has additional data reporting needs, he/she should notify acapt@acapt.org prior to survey creation.

Before a report and analysis is finalized, the survey contact should share it with ACAPT staff so we can provide comments and context based on past survey reporting. The ACAPT Data Advisory Committee will also review reports for trend analysis and recommendations.

If the survey creator is planning follow-up survey based on the initial survey responses, please let ACAPT know during the initial survey set-up.

** Staff will not be available to support survey development between Sept 1 and ELC due to time constraints in preparing for ELC. Any surveys for which the results are desired to present at ELC must be developed in advance of Sept 1.*

Confidential Information Guidelines

Anyone developing a survey to collect information on behalf of ACAPT may be exposed to certain confidential information. Therefore, it is necessary that all adhere to the following by signing below to keep data secure and not share data:

- 1) You will not disclose or cause to be disclosed to anyone outside of the ACAPT any confidential information related to the information being collected.
- 2) You will keep all such confidential information in a safe and secure place, such as a password-protected file, and will take all reasonable steps to protect against inadvertent disclosure or theft of the information.
- 3) Upon expiration of your term on the leadership group, you will promptly return to ACAPT staff the confidential information that you have been sent or acquired.
- 4) You will not use any of the confidential information collected in any way to the competitive harm or other detriment of ACAPT.
- 5) You assign, and hereby do assign, to ACAPT, on your own behalf and on behalf of your employer (if applicable), all right, title and interest in and to any information or material developed, conceived or created by you relating to the information collected, including any and all copyrighted information.

Your signature below indicates your acceptance of the *ACAPT Survey Process* including the confidential information guidelines. Individuals must also sign and submit the [Completion of Copyright Agreement](#). Both documents can be returned to acapt@acapt.org.

Name: _____ Date: _____

Signature: _____