





3. Surveys are distributed to the membership via the TMAC listserv. The survey link is also posted on the Members section of the TMAC website.
4. Surveys will remain open for up to five (5) weeks.
5. Survey reminders may be sent to members no more than three (3) times.
6. The person proposing the survey is responsible for building, distributing via the TMAC listserv, collecting, reviewing, reporting, and summarizing the data.
7. Only surveys with > 40 % response rate will be considered for publication on the TMAC website. Surveys not meeting this threshold may not be distributed by any other means without permission of the TMAC BOD.
8. All surveys will include an introductory paragraph, to be included in the email invite on the listserv and the first page of the actual survey. The paragraph must include:
  - a. Description of the survey.
  - b. Goal statement.
  - c. Statement of purpose and intent for use.
  - d. Proposed distribution of survey results.
  - e. Date survey will close.
  - f. The following statement:  
*“Survey responses are collected anonymously and reported as aggregate data.”*
  - g. Disclaimer statement:  
*“This survey is a reflection of the member responses and not necessarily the opinion of TMAC.”*
9. Survey results will include:
  - a. Description of the survey.
  - b. Goal statement.
  - c. Statement of purpose and intent of use.



- d. Description of how the survey responses were collected, and how the anonymity of respondents is assured.
  - e. The following statement on the considerations for use:  
*“These survey results are intended for use by TMAC members only to provide data supporting trauma program development and enhancements to ensure optimal care for injured patients from prehospital through rehabilitation. Distribution or use for other purposes must be approved by the TMAC BOD.”*
  - f. Disclaimer statement:  
*“This survey is a reflection of the member responses and not necessarily the opinion of TMAC.”*
10. Survey results data:
- a. The survey data is summarized in both a narrative and graphic format and submitted to the TMAC BOD for review, along with an explanation of how the data was validated and analyzed. All respondent comments are also submitted along with any respondent contact information that may have been provided.
  - b. Upon request, raw data associated with the survey will be submitted to the TMAC BOD for review.
  - c. The TMAC BOD will approve publication of the data per the protocol outlined on the TMAC Membership Survey Request form.
  - d. The survey report will be posted on the TMAC Website Members section by the TMAC administrative assistant or webmaster, who will then notify members of newly posted survey data via the listserv.



## MEMBERSHIP SURVEY PROPOSAL

Your name:

Your employer and position:

Survey of  TMAC EMS Members  TMAC Hospital Member  All TMAC Members

Description of proposed survey:

Goal statement:

Statement of purpose:

Intent for use:

Date you wish to start the survey:

Date you wish to close the survey:

Online program intended to collect survey responses:

Please attached a draft of the survey as it will appear to the survey recipient.

Please email completed proposal to:

Susan Watson

TMAC Executive Assistant

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