CUMMING SCHOOL OF MEDICINE
UNDERGRADUATE MEDICAL EDUCATION (UME)

Departmental Policy

SURVEY TOOL

Classification		Table of Contents	
Operations		Purpose	1
		Scope	2
Approval Authority		Definitions	3
Associate Dean, UME		Policy Statement	4
		Special Situations	5
Implementation Authority		Responsibilities	6
Manager, Curriculum & Administration		Appendices	7
		Procedures	8
Effective Date		Instructions/Forms	9
December 9, 2014		Standards	10
		Parent Policy	11
Latest Revision		Related Policies	12
December 2, 2014		Related Information	13
March 23, 2011		References	14
March 21, 2011		History	15

Purpose

1   To provide a standard for survey tool usage among faculty, staff and students in UME.

Scope

2   This policy applies to all faculty, students and staff in UME, Cumming School of Medicine with the University of Calgary.

Definitions

3   In this policy:
   a.   UME means Undergraduate Medical Education – MD Program.
   b.   Survey Tool means the tool developed and managed by the eLearning Team for creating Online OSCE evaluation, session based preceptors evaluation, online course evaluation, online surveys and results reports.
   c.   Staff means of UME personnel.
   d.   Faculty means a person involved in teaching in the UME MD Program, whether a physician (MD), nurse, allied health care professional, resident, fellow or other.
   e.   CMSA stands for the Calgary Medical School Association.

Policy Statement

4   **Survey tool usage in UME**

Special Situations

5   Will be brought to the attention of UME Management.

Responsibilities

6   *Associate Dean, UME - Approval Authority* – ensure appropriate rigor and due diligence in the development or revision of this policy.

Manager, Curriculum & Administration, UME - Implementation Authority – ensure that University staff are aware of and understand the implications of this

policy and related procedures. Monitor compliance with the policy and related procedures. Regularly review the policy and related procedures to ensure consistency in practice. Sponsor the revision of this policy and related procedures when necessary. Appoint a Policy Advisor to administer and manage these activities.

Procedures   **8**   The survey tool is the property of the University of Calgary. The survey tool is developed and maintained by UME e-Learning Team.

8.1   Staff in UME use the survey tool for: Online OSCE evaluations, session based evaluations, course evaluation (mid and end of course), and for surveys to the class as approved by the Associate Dean – UME.

8.2   Faculty wishing to use the survey tool for research purposes must first obtain ethics approval for their study, followed by approval by the Associate Dean – UME, to survey MD Students. Once approval is granted, faculty must attend a training session for the survey tool offered by the e-Learning Team. After successful completion of the training session, faculty will be given a username, password and link to the Survey Tool.

8.3   Students wishing to use the survey tool must first obtain permission from UME Management/Associate Dean. Once approval is granted, students must attend a training session for the survey tool offered by the e-Learning team. After successful completion of the training session, the student will be given username, password and link to the Survey Tool.
   a.   If the student is using the Survey Tool for research purposes, ethics approval must be provided to UME Management.
   b.   If a student is surveying their class one time only, consideration may be given to log the survey on an existing account under the supervision of the e-Learning team or program coordinator. The supervision UME staff member will distribute the results to the student once.
   c.   If a student is surveying the class as part of CMSA e.g. student elections, then the student may use the designated Survey Tool account for CMSA duties. The student is responsible for appropriate use of the Survey Tool (e.g. not excessively surveying the class; not surveying the class for non-CMSA reasons).
   d.   If a student is surveying students or faculty and the survey consists of one question only, consideration will be given to use the Polling Tool in OSLER.

8.4   Faculty or Staff outside the UME wishing to use the Survey Tool must first obtain permission form UME Management. Once approval is granted, the faculty or staff member must attend a training session for the survey tool offered by the e-Learning team. After successful completion of the training session, the student will be given a username, password and link to the Survey Tool.

8.5   Survey accounts will expire in accordance with usage:
   a.   Accounts set up for research will be terminated at the end of the research project.
   b.   UME staff access to Survey Tool is at present, under general login. This account will persist year over year, but the password will be

changed annually, unless employment situations warrant otherwise.

    c.   Accounts set up for the CMSA will expire as the VP IT moves to Year 3 and /or the password will be re-set for the next VP IT.

8.6   Preceptor evaluation data generating by survey tool will be retained in database for a period of 7 years by UME, after which they will be deleted.

8.7   Course based evaluation data and forms will be retained for a period of 3 years, after which they will be deleted.

8.8   OSCE evaluation forms will be retained for a period of 12 months, after which they will be deleted.

Instructions/Forms	**9**		
Related Information	**10**		
History	**15**	*Approved:*	Dr. Sylvain Coderre, Associate Dean UME UME Management
		Effective:	December 9, 2014