

Surveys Policies and Procedures

3 AAN Surveys in 3 Years

The Academy has strict procedures in place so that the members are not overburdened with AAN surveys. The Surveys department enforces a policy of no more than three surveys in three years. This means that AAN surveys are tracked and each individual who has received a survey is added to a comprehensive list. Once an individual has received their third survey for the three year time period, he or she will not be part of a survey eligible population until three years from the first survey.

Methodical Survey Construction

One of the first steps with a survey request is to ensure the content of AAN surveys is unique (does not greatly overlap with other surveys, including non-AAN surveys). If data is available with extant information, archival data, literature search or previous survey, we will likely provide that information and not conduct an additional survey. If there is a need to do an additional survey, we work with survey requestors on several iterations of the draft to make sure that questions adequately address the survey's goals. The surveys department ensures surveys have a strong likelihood of providing useful and actionable information. The surveys department also monitors national standards on data collection and incorporate best practices when appropriate.

Quality Assurance

The surveys department expends great effort into keeping the surveys as short as possible and maintaining the quality of the survey questions. AAN surveys that come through the surveys department are reviewed by the Member Demographic Subcommittee (MDS) for quality assurance. The MDS ensures clear questions, appropriate neurological content and survey construction. The MDS also makes sure AAN surveys are of a low burden for respondents to complete.

Privacy Protection

The majority of surveys which come from external sources are not approved. Survey requests from market research companies are routinely denied as the AAN realizes the importance of its members' time. Members' names are not typically sold to those outside the academy wishing to conduct a survey of Neurologists. Occasionally a collaboration (or partnership) is entered into if the survey seems to offer the potential to yield data valuable to the membership of the academy. In general, however, most surveys coming from other sources are not forwarded on to members.

Confidentiality

Responses are kept confidential; the information provided will be used only in aggregate form in the final report. Individual responses are not paired with the member who provided the responses when reports are generated. The surveys department does track who responds to each survey for the purpose of determining who to send appropriate reminders. Once an individual has responded to a survey, they are no longer sent reminders to participate.