**Research Activities of the Ohio-Kentucky Consortium of Physical Therapy Programs**

This document describes the plans for managing data and research initiatives related to clinical education activities of the Ohio-Kentucky Consortium of Physical Therapy Programs for Clinical Education (OKC-PT).

The OKCPTP members engage in activities that provide aggregate data about clinical education functions that are integral to the Ohio and Kentucky physical therapy education programs. The purposes of data collection are twofold: 1) to provide meaningful data for the membership to make informed decisions about clinical education and 2) to provide access to data for clinical education researchers to develop evidence based decisions for broader dissemination.

**Data Management Plan**

Members of OKCPTP agree to provide the Consortium annual minimum data that are meaningful to the broader Consortium for decision making within the timeframe established by the membership.

The annual minimum dataset requested by the consortium may include:

1) Planned Clinical Experiences

a) Clinical number (level) with start and end dates, duration (in weeks), clinical setting, number of students placed and notes/comments

 b) A calculation of student weeks (number of weeks x number of students placed)

2) Availability of clinical education slots offered to program in a calendar year

 a) Number of slots offered listed by level of rotation (1st, 2nd, 3rd, etc) with a description of length and term for each level of rotation

 b) Number of slots offered listed by type of rotation (acute care, outpatient, etc)

 c) Notes/comments

3) Clinical site usage (retrospective data on placed students for a given year)

a) Name of site and setting of placement (i.e. inpatient/outpatient, hospital based acute care, outpatient pediatrics, etc)

 b) Level of student assigned

 c) Number of weeks

4) Unused clinical sites (clinical slots released by program)

 a) Term/semester including start and end date of released slot

 b) Facility name, city, state, and zip of clinic slot released

 c) Type of internship released

 d) Rotation level (ie: 3rd of 5)

Plan: The datasets requested by the Consortium will be decided upon majority vote of the members in 2015. Once this minimum data set is agreed upon by the consortium, member programs are asked to provide this data within the timeframe established.

If a member program has a need to request additional data (defined as facts and statistics collected together for reference or analysis) from consortium members that is not part of the minimum data set, the request will be made to the assigned workgroup for review. If approved by the workgroup, it will be taken to the full membership for vote.

*Data storage*

Currently, data collection and storage is completed through a secure GoogleDocs site. It is accessible for each member program of the Consortium. The assigned workgroup, currently the Contemporary Issues workgroup, will be the members who oversee the collection, storage and management of this data. A member of this workgroup will be voted on annually to be the dataset manager.

In the event the data storage plan changes, it will be communicated to all members.

*Access and Sharing of Data*

The minimum dataset is available to all member DCE/ACCEs for viewing through a shared link on Google Drive. Once this data is checked for accuracy, sorted and aggregated by calendar year, these new data sets will be posted to Google Drive and shared with all Consortium members.

*Use and distribution of data*

The minimum data set is available by the Consortium to analyze in the aggregate to guide decisions that impact the membership. The primary dissemination of this aggregated and analyzed data is within the consortium only, unless agreed upon by the members.

*Dissemination of data beyond the Consortium*

Data dissemination beyond the consortium may take 2 avenues: 1) on behalf of the consortium or 2) on behalf of individual researchers requesting use of the data for individual research projects.

1. In the event Consortium members agree to disseminate the analyzed data to a larger audience, the membership will select a lead author on the project, along with up to 5 additional members who agree to be responsible for the development and implementation of the project. Because public dissemination requires individual authorship, the identified presenters or publishers are granted this honor, however will acknowledge that the presentation is on behalf of the OKCPTP. The agreed upon authors must meet the standard guidelines for authorship, established by the Physical Therapy Journal, to remain on a project and to be named a co-author. The lead author has the right to set deadlines for the project, as most presentations are time sensitive.

Example: In 2011 and 2012, 2 presentations were made on behalf of the consortium. The presenters were the authors, however the introduction clearly stated that the presenters were representing the consortium.

1. The minimum data set is also available to individual members of the consortium for scholarship/research purposes by request and approval of the assigned committee (Contemporary Issues Workgroup), for research studies. The process to follow to request use of Consortium data for other investigation is as follows:
	1. Submission of the request for data form to the assigned workgroup (Contemporary Issues).
	2. The Chair of the workgroup will review the form for completion and send to 3 members for review.
	3. A majority vote is needed by the workgroup to send the request to the full Consortium for approval.
	4. Majority approval of the Consortium is needed to release data.
	5. The approval process may be completed electronically if the request falls outside of the regularly scheduled onsite meetings.
	6. The individual researchers requesting the Consortium minimum dataset will agree upon authorship according to standard published authorship guidelines. The lead author may ask the membership at large for co-investigators on a project, however solely being a member of the Consortium does not constitute authorship on a project nor does it require the lead author to request co-investigators from the group. Authors must meet all levels of the standard guidelines for authorship.
2. In the event the OKCPTP dataset is requested for research purposes from individuals other than members of the Consortium, the request will be handled on a case by case basis and will include, at minimum, the above listed steps. It is recommended at this time that Consortium consider a financial contract to release data to interested external parties, however no decision has been made as of the development of this document.

**Individual Member Request for access to the Ohio-Kentucky Consortium of Physical Therapy Programs Minimum Data Set**

Date:

Title of Project:

Researcher(s):

# *Explanation of Project*

The primary purpose of this project is to…

## *Dataset requested:*

*Plan for dissemination:*

## *Project Approval (document if IRB approval is needed)*

## *Risks and Discomforts*

## *Benefits*

## *Confidentiality*

Confidentiality of your program’s individual data will be maintained as only regional aggregate data will be presented. The raw data, which include program-specific data, will only be accessible to the named researchers and not distributed for beyond the project purpose.

*Authorship*

The individual researchers requesting the Consortium minimum dataset will agree upon authorship according to standard published authorship guidelines. The lead author may ask the membership at large for co-investigators on a project, however solely being a member of the Consortium does not constitute authorship on a project. Authors must meet all levels of the standard guidelines for authorship.

Consortium member programs and DCE/ACCEs will be acknowledged for their membership and assistance with data collection respectively.

## *Contact Information*

If you have any questions regarding this project, please contact: *name, phone, email*

July 9, 2015