

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Administering Internal/External Surveys</b>	<b>SOP #: GA.023.03</b>
Effective Date	2.7.2024
Last Revision/Review	6.16.2025

### **1. Purpose**

This policy establishes the guiding principles for conducting internal/external surveys of Burrell College of Osteopathic Medicine students, faculty, staff, and alumni.

### **2. Related Policy/Authority**

Institutional Data Security Policy IT.002

Human Research Protection Program Statement of Compliance B8530

### **3. Faculty/Staff Responsibilities**

All Burrell College of Osteopathic Medicine students, faculty, staff, alumni.

### **4. Definitions/Abbreviations**

Faculty and/or Staff: Any person employed by Burrell College and/or any person holding an active faculty appointment at Burrell College of Osteopathic Medicine.

Student: Any person who is currently enrolled at Burrell College of Osteopathic Medicine.

Alumni: A graduate of Burrell College of Osteopathic Medicine.

Survey Sponsor: A faculty or staff member who is employed by Burrell College of Osteopathic Medicine and/or a faculty holding a faculty appointment at the Burrell College of Osteopathic Medicine seeking to conduct a survey.

Survey: The gathering of information from Burrell College of Osteopathic Medicine students, faculty, staff, or alumni through questionnaires, interviews, and similar methods to make inferences about a population, typically for research purposes. This does not include the evaluation of an event by participants or teaching evaluation forms.

Third Party Collaborator: Any internal/external entity or individual participating in the collaborative survey effort.

IRB approval: A determination by the Burrell IRB that the survey has been reviewed and may be conducted at an institution within the constraints set forth by the IRB and by other institutional and federal requirements.

FERPA: Federal Family Educational Rights and Privacy Act.

Personal Identifiable Data: Any information that can be used to distinguish an individual or trace the identity of an individual.

### **5. Procedural Steps**

**Oversight and Approval of Surveys:** The Office of Institutional Effectiveness, in consultation with the Office of Research and Sponsored Programs at Burrell College will serve as the centralized repository for non-research related surveys conducted by survey sponsors and/or by the approved third-party collaborator and administered to students, faculty, staff, and alumni.

#### **Privacy and Confidentiality of Survey-Related Data:**

Burrell College of Osteopathic Medicine upholds its rights to privacy, in compliance with FERPA. Requests from third-party collaborators to directly survey Burrell College of Osteopathic Medicine students, faculty, staff, or alumni will be denied. A third-party collaborator planning to administer a survey at Burrell College needs to collaborate with a member of the faculty or staff who will serve as the survey sponsor.

#### **Requesting to Conduct a Survey:**

5.1 Survey sponsors must ensure the use of survey-related data only in a manner that protects the confidentiality of individual survey responses. Gathering of Personally Identifiable Data must be limited to the minimum required to achieve the purpose of the survey.

5.2 All external surveys or surveys that are not IRB approved are required to be reviewed and approved by the Office of Institutional Effectiveness. In order to obtain approval, the survey requestor must email the information below to [compliance@burrell.edu](mailto:compliance@burrell.edu) :

- 5.2.1: Survey Questions;
- 5.2.2: Survey Participants;
- 5.2.3: Purpose of the survey;
- 5.2.4: What tool (Qualtrics, paper, etc.) is being used to administer the survey;
- 5.2.5: What will you do with the information collected;
- 5.2.6: If the survey is confidential, how will you ensure confidentiality of the data;
- 5.2.7: How will the data be stored and destroyed.

5.3 The Office of Institutional Effectiveness will email the survey requestor with approval or denial to distribute their survey. All non-research related surveys must have prior written approval from the Office of Institutional Effectiveness prior to distribution.

5.4 Anyone wishing to distribute surveys with external IRB approval must also obtain approval from the College's IO prior to distribution.

5.5 All research related surveys must obtain IRB approval and follow IRB procedures.

- 5.4a If a PI is requesting a Burrell department to send out the survey, the PI must send the IRB approval letter to the department with their request to disseminate the survey.

5.6 The survey sponsor is responsible for managing, storing, and destroying such data in accordance with Burrell College's Institutional Data Security Policy IT.002 and study protocols.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

### **6. Reports/Charts/Forms/Attachments/Cross References**

Burrell College of Osteopathic Medicine Research Activities that Require IRB Review and Approval  
RSP.009

Internal Data Request GA.012

### **7. Maintenance**

### **8. Signature**

Approved by

6.16.2025

Department Head of Institutional Effectiveness

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1.22.2025	5	Updated information for external surveys		1/23/2025
2.7.2025	5	Updated information about sending out surveys from Burrell department emails.		2.7.2025
6.16.2025	5	Updated information regarding external surveys.		6.16.2025