

## Annual CDIM Survey: Guidelines for Submitting Questions

CDIM welcomes all of its members, past and present, to contribute items to CDIM's annual survey. The following document outlines the procedures and process by which the CDIM Research Committee compiles the CDIM Survey each year.

### OUTLINE

#### 1. Primary Goals and History of the CDIM Survey

CDIM has been surveying its members since 1999. This effort has resulted in educational scholarship and generalizable knowledge about internal medicine clerkships in US and Canadian medical schools. The CDIM annual survey has two main goals: 1) to describe practices, standards, and issues affecting the teaching, learning, scholarship and research in undergraduate medical education and 2) to assess perceptions of those in leadership roles about educational practices, methods, and procedures in internal medicine.

#### 2. Focus of Questions

Questions appropriate for the CDIM survey are those relevant to and viewed as essential to CDIM and its members to inform policy, provide information for strategic planning within the organization, enhance research, and provide a platform for CDIM to gain national recognition with other organizations.

#### 3. Preparing Questions for Submission: Requirements and Standards

Those interested in submitting questions for inclusion in CDIM's annual survey are asked to fill out a questionnaire submission form (attached). CDIM Research Committee gives first priority to questions of greatest importance to CDIM and its membership. As a guide, each section of the CDIM survey should contain not more than 25 questions. For more detailed information, please refer to the attached submission form.

#### 4. Timing and Review

- a. ~~At~~ December 1—CDIM members submit survey items for the following year's survey. The CDIM Research Committee generates ideas for the annual survey during the CDIM National Meeting and identifies the survey writing team.
- b. ~~At~~ December 15—CDIM Research Committee identified the survey writing team. The survey writing team reviews submissions.
- c. ~~At~~ January 10—The survey writing team compiles a complete draft of the survey and circulates it for comment. The survey is revised across several iterations.

- d. Late January—The CDIM Council reviews the most recent and nearly final draft of the CDIM survey and provides suggestions.
- e. February 15—The survey writing team revises the survey based on council input.
- f. Mid-March—The CDIM Research Committee chair presents the revised survey to the council conference call for final approval
- g. Mid-March—Usually the chair of the Research Committee, seeks IRB approval for the survey.
- h. Mid-April—CDIM staff prepares online and paper forms of the survey.
- i. May 1—The research committee and council pilot test the online version of survey
- j. May 15; May 29; June 12—CDIM staff distributes the final survey to CDIM institutional members. Staff sends reminders every two weeks for six weeks. A paper survey is distributed with the second mailing.
- k. Late June—Members of the research committee call non-responders and extend the survey deadline to mid-July.
- l. Mid-August—CDIM staff downloads raw survey data. The research committee reviews and cleans the data.
- m. September 1—CDIM staff distributes survey sections to the appropriate section authors.

## 5. Obligations of Authors

- a. Using the questionnaire submission form, authors must submit questions by **February 1** to be considered for inclusion in the following year's survey.
- b. If an author's section is selected for inclusion, the author must agree to have his or her section edited by the CDIM Research Committee and CDIM Council.
- c. After the CDIM survey is closed and the research committee has distributed the raw data, section authors have three months to draft a manuscript for publication. If after six month's time, the author has not prepared an initial draft manuscript, the research committee reserves the right to assume the lead on manuscript preparation. The author is still included on the authorship list, but may not appear as 1<sup>st</sup> author if someone else writes the manuscript.
- d. Section authors have the opportunity to meet with members of the CDIM Research Committee at the CDIM National Meeting to discuss and receive help to outline a manuscript.

## 6. Obligations of CDIM Research Committee

- a. Give the corresponding survey data and completely written methods section to survey section authors at or shortly before the national meeting

- b. The committee sends a note to survey section authors to suggest that they have 6-months to draft a manuscript describing the findings. The CDIM Research Committee reserves the right to take the lead on manuscript preparation if, after a reasonable length of time, the question author does not make progress in doing so.
- c. The CDIM Research Committee Survey Writing Team makes every attempt to meet with survey section authors at the annual CDIM meeting to discuss manuscript preparation.

All submissions must be sent by email no later than **February 1** to:

CDIM Research Committee Chair Klara Papp, PhD  
Klara.Papp@case.edu

or

CDIM Policy Coordinator Nicole Baptista  
nbaptista@im.org

**CDIM ANNUAL SURVEY  
QUESTION SUBMISSION FORM**

**Author's Name:** \_\_\_\_\_

**Date [mmddy]:** \_\_\_\_\_

1. Problem/Topic/Issues of concern:
2. Theoretical Framework/Background/Significance to CDIM:
3. Hypotheses/Research Question:
4. Survey Items [no limits imposed, however the CDIM Research Committee may edit/shorten]:

5. References (if applicable):

Dear CDIM Member:

On behalf of the Clerkship Directors in Internal Medicine (CDIM), thank you for your ongoing involvement and interest in the association and its activities.

Is there an area or topic of interest on which you would like to collect information from CDIM institutional members? If so, please submit your request to the CDIM Research Committee chair and include the following information:

1. Problem/Topic/Issues of concern.
2. Theoretical Framework/Background/Significance to CDIM.
3. Hypotheses/Research Question.
4. Survey Items [no limits imposed, however the CDIM Research Committee may edit/shorten].

Please note that the CDIM Research Committee will place greatest priority for those questions that:

1. May result in peer reviewed publication(s).
2. Has greatest relevance for CDIM membership.
3. Have been developed and pilot tested by the submitter(s) or is a validated instrument.

Items one and two above have greatest priority with consideration of question sections. CDIM asks that you limit the number of questions to roughly 10-15 questions on any given topic.

Please keep in mind that all questions and sections are reviewed, potentially edited, and approved by the CDIM Research Committee and CDIM Council. To be considered for inclusion on the annual survey, questions must be submitted to the research committee chair on or before December 1 of the preceding year (i.e. to be included on the 2010 survey, questions must be submitted on or before December 1, 2009). Please keep in mind that no work resulting from the annual survey should be presented or submitted for publication without first contacting the CDIM Research Committee chair. As a service to you, we now have posted CDIM survey presentations, and past CDIM survey statistics on a password protected blog: <http://cim.usuhs.mil/cdimblog/>. To access this site, use the following codes:

Username: CDIM

Password: CDIMmember

Another avenue for asking questions of the CDIM membership is to post them on the CDIM threaded discussion board. CDIM's threaded discussion board [can be a very helpful](#) vehicle for asking membership about issues more informally, i.e., results not intended for formal publication such as inquiring about another institution's experience with a particular policy or curricular innovation.

If you have questions or would like additional information, please contact CDIM Policy Coordinator Nicole V. Baptista at (202) 861-9351 or [nbaptista@im.org](mailto:nbaptista@im.org).

Thank you for your contributions to the CDIM Survey.

Sincerely,

The CDIM Research Committee