

VERIFICATION, REVIEW, & CONSULTATION

Policy and Procedure

Title: Data Use Request Policy

Approved By: Committee on Trauma (COT) – Executive Committee

Effective Date: June 29th, 2012

Review Date: June, 2014

Purpose: To outline the process for identifying legitimate uses of, requesting access to, and defining costs associated with requests for use of the Trauma Center Verification Data Base (TCVB).

I. Applicability

- a. This policy applies to any person wishing to access the TCVB for legitimate research or evaluation reasons.
- b. The Executive Committee shall adopt this policy by appropriate resolution. The resolution shall be recorded in the full minutes of the Executive Committee with the complete policy attached.

II. Rationale

While neither designed nor constructed as a research tool, the TCVB contains information of interest to persons seeking to understand the current configuration and operation of trauma centers in the U.S. This policy is designed to guide and support the appropriate use of the TCVB for legitimate research and evaluation projects that will serve to describe or promote trauma center and/or trauma system development. Conversely, this policy exists to protect the American College of Surgeons (ACS) and its clients against the inappropriate access to, or use of, the TCVB.

III. Policy

All requests for the use of the TCVB will be provided to the Verification, Review, & Consultation (VRC) program manager. No data will be released in a manner that allows for the identification of specific institutions, trauma medical directors, trauma program managers, or other personnel associated with a verified institution.

IV. Description of the Proposed Project

A prospective researcher must request access to the TCVB in writing on the form specified and approved for such access. The form describes the intended use of the data and the specific aims of the research project, who will have access to the data base, how it will be protected, what data fields are being requested, and other key elements. Exploratory and data mining projects may be allowed for the purposes of hypotheses generation or to contribute to the VRC performance

improvement process. The application form can be retrieved from <http://www.facs.org/quality-programs/trauma/vrc/resources>

The completed form will be transmitted to the VRC program manager who will review it for completeness. If appropriately completed, the form will be transmitted to the VRC chair who will, once again, review the document, and in a cover memo, recommend approval or denial of the request to the Executive Committee. If approved by the Executive Committee, the VRC program manager will notify the requesting party, and provide them with the estimated cost of access and a data use agreement (described below). If disapproved by the Executive Committee, the VRC program manager will notify the requesting party.

V. Cost Recovery

Since the TCVB is designed for administrative rather than research purposes, the extraction and cleaning of various data points can be time consuming. While the ACS does not seek to profit from the rental or use of the TCVB it is necessary that costs associated with such efforts be recovered. Once approved, the VRC program staff, in conjunction with the ACS IT staff, will estimate the number of hours required to extract and clean the data points of interest. The hourly cost of data extraction and cleaning is \$75/hr. Since it represents activities beyond the normal scope of work, data extraction and cleaning will occur at the convenience of the VRC and ACS IT staff. Every effort will be made to provide said data sets within 60 days of the receipt of a data use agreement and contract for a proposed project. Requests for expedited data acquisition will be fulfilled in a timely manner at a cost of \$150/hr to allow for temporary staff assistance.

VI. Contract

A fully executed contract agreeing to pay for the cost of data extraction and cleaning will be required prior to the beginning any and all data extraction and cleaning efforts. A standard contract is available at: <http://www.facs.org/quality-programs/trauma/vrc/resources>

VII. Data Use Agreement

Prior to the transmission of any or all of the TCVB for research purposes, a data use agreement must be fully executed. The data use agreement is available at: www.facs.org/quality-programs/trauma/vrc/resources

VIII. Publication

All reports, articles and other publications must be reviewed by the Executive Committee prior to the author releasing them in accordance with the most recent TCVD data use agreement.

IX. Attribution

The source of the data will be identified in all reports, articles, or publications in accordance with the most recent TCVD data use agreement.