**Assessment tool for assessor:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **1**  **Strongly Agree** | **2**  **Agree** | **3**  **Neutral** | **4**  **Disagree** | **5**  **Strongly Disagree** |
| **Design** |  |  |  |  |  |  |
|  | Is the objective clearly stated? |  |  |  |  |  |
|  | Is the topic relevant? |  |  |  |  |  |
|  | Is the design of the study clearly stated? |  |  |  |  |  |
|  | Is the study setting clearly described? |  |  |  |  |  |
|  | Is the pertinent literature cited and critically appraised? |  |  |  |  |  |
| **Population** |  |  |  |  |  |  |
|  | Is the target population clearly defined?  (Sampling elements, Specific criteria, particular quality of the population) |  |  |  |  |  |
| **Development** |  |  |  |  |  |  |
| *Item generation* | Is it clear how the survey questionnaire was developed? |  |  |  |  |  |
|  | Are the domains/categories/themes and constructs clearly labelled, grouped appropriate and in logical order? |  |  |  |  |  |
|  | Do the domain reflect knowledge, attitude and practice relevant to the specific research question? |  |  |  |  |  |
|  | Do the authors report how the items were generated?  *Literature review*  *Interview*  *Focus-group sessions*  *Expert opinion* |  |  |  |  |  |
|  | Is it clearly reported how consensus was achieved for each domain/items (e.g., Focus-group, Delphi) |  |  |  |  |  |
|  | Do the authors report on assessment of “validity” |  |  |  |  |  |
| *Item reduction* | Did the authors report the iterative method used to achieve item reduction?  *Focus group*  *Expert appraiser*  *Ranking (e.g. ordinal scales)*  *Rating (Likert scales)*  *Binary responses by experts (e.g., include/exclude)*  *Statistical methods to identify redundancy/contradictions* |  |  |  |  |  |
| *Pilot testing* | Was “pilot testing” of the survey performed? |  |  |  |  |  |
|  | Do the authors report the following elements of the pilot testing? |  |  |  |  |  |
|  | Questionnaire used in the pilot testing |  |  |  |  |  |
|  | Sampling frame |  |  |  |  |  |
|  | Response rate |  |  |  |  |  |
|  | Measure of internal consistency /reliability with appropriate statistics  *Examples of Tests*  *Spearman-Brown, Cronbach alpha (for ordinal data)*  *Kuder-Richardson (for dichotomous data)* |  |  |  |  |  |
|  | Time taken to complete the survey |  |  |  |  |  |
|  | Was a test-retest reliability test undertaken? |  |  |  |  |  |
|  | Is the appropriate statistics for test-retest reliability test reported?  *Examples of Tests*  *Chi-square (for ordinal data)*  *Spearman rho (for ordinal data)*  *Pearson r (for interval data)* |  |  |  |  |  |
|  | Is the Summary of the 1-page assessment of clinical sensibility testing tool included? |  |  |  |  |  |
| **Survey Composition** |  |  |  |  |  |  |
| *Cover letter* | Are the following elements included? |  |  |  |  |  |
|  | Objective of the survey |  |  |  |  |  |
|  | How and why the respondents were selected |  |  |  |  |  |
|  | Estimation of time required to complete the survey |  |  |  |  |  |
|  | How the respondents may benefit from responding to the survey |  |  |  |  |  |
|  | System used to administer survey |  |  |  |  |  |
| *Questions* | Are the questions specific and do they focus on one single construct? |  |  |  |  |  |
|  | Are questions easy to understand, interpret and are they presented in a way that is non-judgemental and unbiased? |  |  |  |  |  |
|  | Are the questions phrased in a socially and culturally sensitive manner? |  |  |  |  |  |
| *Response formats* | Are the questions formatted with a mix of :  Open (free text)  Nominal – mutually exclusive lists  Ordinal  Likert scale for agreement? |  |  |  |  |  |
|  | Do the questions include “indeterminate response”?  *E.g., “others”, “I do not know”, “ I have no opinion” to eliminate the floor and ceiling effect?* |  |  |  |  |  |
| *Administration* | Do the applicants report specifically on: |  |  |  |  |  |
|  | Strategy and number of electronic reminders |  |  |  |  |  |
|  | Expected response rate |  |  |  |  |  |
|  | Electronic software used |  |  |  |  |  |
|  | Timeframe for completion and closure of the survey |  |  |  |  |  |
| *Response rate and estimation of sample size* | Do the applicant report the sample size (and response rate) |  |  |  |  |  |

How likely is that the survey will elicit response that can inform future research or clinical practice?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Unlikely | Unlikely | Likely | Quite Likely | Very Likely |
|  |  |  |  |  |

1. Burns KE, Duffett M, Kho ME, Meade MO, Adhikari NK, Sinuff T, Cook DJ, Group A: **A guide for the design and conduct of self-administered surveys of clinicians**. *CMAJ* 2008, **179**(3):245-252.