



Statement of Work: Managing Editor Hospital Pharmacy in Canada Survey

The Hospital Pharmacy in Canada Survey Board is seeking a CSHP member who will serve as contracted Managing Editor to support survey development, data collection, data analysis, results preparation, table/graph development, text editing, and related services. The Hospital Pharmacy in Canada survey has been conducted annually, then biennially since 1985/1986, for a total of 18 published reports. This service to hospital pharmacists in Canada will again be conducted with data being collected and analyzed for the 2019/2020 year. The overall objectives of this project are to make the participation experienced by hospital pharmacies as easy as possible, while at the same time collecting the highest quality of data feasible and presenting the results in easy to understand graphics, tables, and written text. To the extent possible, it is also desirable to maintain data comparability with previous surveys.

Description of Project

The Managing Editor will have shared responsibility with the Assistant Managing Editor for the following tasks associated with the 2019/2020 Hospital Pharmacy in Canada Survey.

Abbreviations:

EA = Executive Assistant

Board = Board of Editors

RA = Research Analyst

EE = Executive Editor

ME = Managing Editor(s)

Phase I: Survey Questionnaire Preparation (10 areas of responsibility)

- Review all questions in the previous version of the survey and propose question additions, deletions, and changes for consideration by the Board.
- Consolidate the feedback from individual Board members into a draft revised survey document for distribution to the Board at least one week in advance of a meeting scheduled to review the draft survey document.
- Lead the Board discussion of the draft survey document and document all Board requests for further revisions to the draft survey document.
- Develop a revised version of the survey based on the feedback provided by the Board and RA and circulate it for final review and approval by the Board.
- Edit the survey and ensure that question routing is logical and that section numbering is preserved or tracked for ease of data analysis.
- Ensure that the length of the survey is appropriate and alert the Board to any issues concerning quantity or complexity of questions and related analysis. Work with the Board to determine how to resolve these issues.

- Review the data variable(s) created by the RA for each survey question to ensure that the variables are complete and correctly present the nature of the data that is being collected (e.g., single response vs multiple response answers).
- Working with the Board, provide the RA with assistance in developing ways to identify potential incorrect and/or inconsistent responses to specific questions and to flag these for review by respondents prior to final data submission.
- Review the formatted Web version of the survey questionnaire prepared by the RA to ensure its accuracy and completeness.
- Working with the RA, arrange, co-ordinate, and participate in the testing of the Web version of the survey, ensuring that the survey responds as expected when data is entered and that the entered data correctly populates the variable table.

Phase II: Communication and Data Collection (8 areas of responsibility)

- Working with the EA, EE, and Board, finalize the list of facilities that will be asked to participate in the 2019/2020 survey.
- Working with the EA, EE, RA, and Board, prepare, modify, and review e-mail notices and survey instructions sent to the CEOs and pharmacy managers at hospitals that are being invited to participate in the 2019/2020 survey.
- Respond to inquiries/requests for clarification concerning survey questions from facilities that have received the e-mail invitation to participate in the survey.
- Redirect inquiries of a technical nature (related to problems respondents encounter when logging onto the Web survey using their assigned IDs and passwords, functioning of the Web survey, etc.) to the RA.
- Working with the EE, RA, and Board, resolve any survey problems and issues that are detected during the period from the initial distribution of the survey passwords until the survey is officially closed.
- Working with the RA, address and resolve any range and consistency problems that are detected in the data submitted by respondents. This may include direct communication with respondents to clarify questions related to the data that has been submitted and/or resetting of the range values that had previously been established.
- To provide comprehensive instructions to respondents within the survey and, while the survey is in progress, send out clarification notices to respondents if problems are identified.
- Working with the RA, keep the Board informed of the respondents and non-respondents in the facilities with whom each Board member is responsible for following up in order to maximize the survey response rate.

Phase III: Data Review and Design/Preparation of Tables and Graphs (10 areas of responsibility)

- Review all tables and graphs that were included in the previous survey report (2016/2017) and make suggestions to the Board members for additions, deletions, and changes.

- Working with the Board and the RA, finalize the tables and graphs that will be prepared by the RA and used in the preparation of the survey report.
- Working with the RA and Board, finalize the trend tables that will be used to track trends in the data collected in the previous survey as compared to the data collected in the last 4 surveys (2008-2017) and that might affect the ability to compare the 2019/2020 results with those from earlier surveys.
- Review the SPSS tables produced by the RA from the 2019/2020 data submitted by respondents. Review all data tables produced to ensure that bases are appropriate and that routing has been respected in data analysis. Work with the RA to resolve any issues that are identified with respect to the data or data analyses.
- Compare each data table with the previous survey table to look for significant changes in the mean and range of values. This includes ensuring that the sub-grouping of data is meaningful for Editors' use.
- Working with the RA, conduct an in-depth review of all remaining range and consistency problems that exist in the final data submitted by individual respondents. When appropriate, direct communication with individual respondents may be required to clarify submitted data and/or decisions to exclude data from the final analysis.
- Working with the RA, examine the draft tables and graphs that are created from the 2019/2020 data that is submitted by respondents. Identify any problems associated with the data tables and graphs and resolve those problems with the RA, Board, and/or survey respondents.
- Receive requests from Board members for additional analyses, tables, and graphs, resolve whether or not the request is justified, and work with the RA to create any new analyses, tables, and graphs that are considered to be necessary.
- Approve the final package of data tables, report tables, and report figures for distribution to the Editors.
- Review the Executive Summary document to ensure that all changes from the previous survey are incorporated and that the data from the current year's survey are entered correctly with the same assumptions for respondent bases as previous years. This includes review of surveys from previous years, if necessary, for comparable results from questions that may have been omitted in the previous survey.

Phase IV: Report Preparation and Editing (8 areas of responsibility)

- Work with the RA to ensure that the required data, tables, and graphs are provided to the Board members by the specified deadline so that the Board members can prepare their assigned chapters.
- Ensure that Board members meet the assigned deadline for submission of their written draft chapters.
- Ensure the distribution of all draft chapters to the Board members at least one week in advance of the meeting that will be held to review the draft sections of the report.
- Lead the discussion of the draft chapters at the Board meeting held for this purpose. The MEs will be responsible for highlighting those issues that require Board discussion and/or decisions.

- Working with the Board members, prepare final, edited versions of each chapter, ensuring readability and consistency between sections. This includes verifying all data in the text to ensure it matches data tables and is presented in a meaningful way.
- Ensure that Tables and Figures are numbered in a consecutive fashion that follows the layout of the text and ensure proper placement within the final document.
- Working with the EA, EE, RA, and Board, prepare a final consolidated, edited, and formatted version of the survey report suitable for posting on the survey website and distribution through other approved channels.
- Ensure that the webmaster receives the final edited versions of all sections of the final report in an appropriate format, including respondent lists, special introductions, acknowledgements, Chapters, Tables, and Figures.

General Responsibilities

- Participate in all meetings and teleconferences of the Board and any other meetings that are required to fulfil the responsibilities of the MEs, as described above, in order to successfully carry out the survey and prepare the final survey report.
- Maintain anonymity and confidentiality of respondents in accordance with the privacy statement.
- Meet all agreed upon deadlines and respond in an appropriate time frame to all inquiries received from the EE, EA, RA, Board, and survey respondents.

Deliverables

- A final version of the 2019/2020 survey questionnaire for the Hospital Pharmacy in Canada Survey. The questionnaire will fulfil the content and design requirements that are established by the Board, EE, and RA.
- A final version of the 2019/2020 Hospital Pharmacy in Canada Report that fulfils the content and style requirements that are established by the Board, EE, and RA.

Time Frame

- The finalized survey questionnaire will be delivered by May 2020.
- The finalized Hospital Pharmacy in Canada Report will be delivered by March 2021.

Cost

The total fixed fee for completing the project tasks listed above will be \$35,000 (+GST) over the 2-year cycle and will be paid in preset instalments. Included in this fixed fee are the MEs services described in this contract. Not included in this fee are:

- The costs of travel, lodging, and meals incurred to attend meetings of the Board;
- The costs of travel, lodging, and meals to attend any other required meetings;
- Any incidental costs directly incurred in the course of carrying out the responsibilities described in this contract (e.g., long-distance telephone charges).

Travel costs will be reimbursed according to CSHP's Travel Expense Reimbursement Policy.

Qualifications and Competencies

- Member of CSHP in good standing
- Experience as a hospital pharmacy leader
- Demonstrated knowledge of contemporary hospital pharmacy services
- Demonstrated experience in publications as an author or editor
- Demonstrated experience in project leadership and management
- Fluency in both of Canada's official languages: an asset

Additional Information

Any questions about this statement of work should be addressed to Laurie Frid, CSHP General Program Administrator, at lfrid@cshp.pharmacy. To submit your application, please forward an e-mail or a letter outlining your motivation and qualifications, and a copy of your curriculum vitae to Laurie Frid by **Monday, January 14, 2019**.