



GUIDELINES FOR PLANNING AND CONDUCTING A SURVEY UNDER THE AUSPICES OF EUPSA

All surveys conducted within EUPSA should be:

- proposed by a EUPSA member
- performed by a team comprising at least one EUPSA member
- submitted to the EUPSA Network Office for review, advice and approval prior to being circulated
- on a topic relevant to Pediatric Surgery and/or Pediatric Urology

The survey should:

- assure anonymity of responders
- provide a background about the rationale of study, what has been previously done, and why the survey is needed
- Identify specific purposes, aims, goals, or objectives of the survey
- address the adequate population to survey

The questionnaire itself should:

- be accompanied by an introductory statement explaining the purpose of the survey
- be concise, easy to understand and contain specific questions
- avoid free text responses unless absolutely necessary
- have a simple lay-out
- provide an opportunity to give free text comment at the end of the questionnaire
- be pre-tested within EUPSA Network Office, re-written according to feedback and retested when appropriate

The surveyor should:

- generate a brief synopsis for the proposed survey, which will become available on the EUPSA website when approved by the Network Office
- choose the appropriate data collection methods
- check response rate and reliability
- analyze data
- interpret the result
- submit an abstract describing survey results to the EUPSA Annual Congress
- write a manuscript

Once the analysis is done:

- the surveyor should provide a written update report to the EUPSA Network Office

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- once this report is approved by the EUPSA Network Office the report should be made available on the EUPSA website
- if surveyors wish to submit the result as abstract/manuscript, they should acknowledge the EUPSA Network Office in their publication using the following text “The authors acknowledge the support of the EUPSA Network Office for providing guidance on survey design and facilitating distribution of the survey to the members of EUPSA”
- the manuscript should be prepared following the CROSS (Checklist for Reporting of Survey Studies) checklist (**Sharma A. et al. A Consensus-Based Checklist for Reporting of Survey Studies (CROSS)** J Gen Intern Med. 2021 Oct;36(10):3179-3187. doi: 10.1007/s11606-021-06737-1.Epub 2021 Apr 22). Principles of survey methodology could be found also in **Zani A et al. The Value of Survey in Pediatric Surgery. Eur J Pediatr Surg. 2015 Dec;25(6):500-3. doi: 10.1055/s-0035-1569465.**

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