

GEORGIA SOUTHERN UNIVERSITY IRB
B2/B3 – General Inquiry Research
EXEMPT STATUS QUESTIONNAIRE

P.O. Box 8005,
Statesboro GA 30460
912-478-0843

<http://research.georgiasouthern.edu/researchintegrity/institutional-review-board/>

Please attach an IRB Cover Sheet, recruitment documents, data collection instrument and training certificates for all personnel who will handle or have access to data to this form and submit to the IRB Office.

Title of Study: Qualitative Study on EMS and Patient Care Reports

PI: Hayden Wimmer

Exemption Category B2 - Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior, unless:

- (a) Information obtained is recorded in such a manner that the human participants can be identified, directly or through identifiers linked to the participants; and
- (b) Any disclosure of the human participants' responses outside the research could reasonably place the participants at risk of criminal or civil liability or be damaging to the participants' financial standing, employability, or reputation.

B-3 if:

- (a) The participants are elected or appointed public officials or candidates for public office.
- (b) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information be maintained throughout the research and thereafter.


Please answer the following questions in sufficient detail for a reader unfamiliar with your project to be comfortable vouching for your protocol.

1. This exemption will not apply if any of the following are Yes.
 - Yes No Is the probability or magnitude of the harm, harassment or discomfort anticipated in the proposed research greater than that encountered ordinarily in daily life or during the performance of routine physical or psychological examinations or tests?
 - Yes No Does the project involve school children in any process other than observation of public behavior?
 - Yes No Are you a participant in classroom behavior being observed (including as classroom moderator)?
 - Yes No Are any of the potential participants prisoners or clients of the adult or juvenile justice system?
 - Yes No Does the project involve active or passive deception?
 - Yes No Could the subject matter be considered beyond local social, ethical or cultural bounds?
2. You project will include (Check all that apply):
 - Survey Interview Observation of public behavior
 - Use of educational tests (received by researcher without identifiers or with FERPA clearance in letter of cooperation from school.)
3. Briefly describe your project plan in terms of how you will gather and manage human derived data.
Data will be collected via qualitative interviews. No identifying information will be recorded. Data will be stored on university based systems for electronic document storage. There are no recruitment materials. Interviews will take place at local EMS and fire stations. There will be no audio or video recording.
4. Describe how the data will be gathered without identifying participants in data collection directly or through codes or demographic information linked to the data.
 - a. Will online surveys be gathered using an anonymous or privacy mode that will assure IP address or email tracking will not occur (Identify the online survey service used and the security setting)? Not Applicable
 - b. If collecting a live (classroom) or public area survey, will the surveys be collected utilizing a drop box or other blind method to allow participants to choose not to participate without alerting the researcher/moderator (Describe the process.)? Not Applicable

5. If collected data contains identifiers but presents no identified potential risk to the participants, describe how data will be controlled to assure participant privacy. (E.g., secured storage location, removal of identifiers following transcription or matching of data, private room for focus group.)
No identifiers are captured.
6. Describe the participants.
 a. Who are the participants? **Participants are EMTs that are over 18 years of age who voluntarily agree to the survey.**
 b. How you plan to access (publicly available or specify permission) and recruit the targeted subject population (attach copies of email invitation, fliers) etc? **The participants will be recruited by the Co-PI who knows multiple EMTs. The Co-PI has contacts via previous employment who are EMTs and therefore will employ a snowballing technique for participant recruitment.**
7. Describe how you will obtain active (signed) or passive (without signature) informed consent.
Passive. No compensation.
8. Describe how you will analyze and the format in which you will report data.
We will be analyzing the data using various statistical means. The data will be used to validate our design artifact and our research model. Data will be analyzed following appropriate qualitative means such as coding and analysis. Results will be disseminated via academic publication. Participants identify will not be disclosed to anyone other than the investigators. Data will be archived for the required number of years (7) via electronic documents stored on university systems. Data will be destroyed after the mandated 7 years.
9. Will you obtaining access to research participants or data through an external organization (E.g., public school, hospital, business including parking lot, city/county facilities, fraternity, etc.)
 Yes -- letter of cooperation attached Yes -- letter of cooperation pending No
 (See letter of cooperation template on the GSU IRB forms website.)
10. Identify all members of the research team. Attach a copy of the training certification for all researcher team members who will have access to the data.
**Hayden Wimmer, PI, Georgia Southern University
 Smiljana Cuk, Co-PI, Georgia Southern University**
11. Attach a copy of final questionnaire, focus group plan or interview questions.
 questionnaire focus group plan interview questions other _____
12. The subjects of this research are elected or appointed Public Officials. (B3 exemption may apply.)
 Yes, describe the public position of the subjects No
13. Confidentiality of the data collected in this study is required by federal statute. (B3 exemption may apply.)
 Yes, identify and describe the required data security No

The information provided in this form is correct. I will seek and obtain prior written approval from the IRB for any substantive modification in the protocol, including changes in procedures, research team members, funding agencies, etc. I will not begin my research until I have received written notification of final IRB exemption. I will abide by the IRB determination of exemption applicability. I will inform the IRB of any adverse events that occur and will terminate the study in writing when complete.

Hayden Wimmer
 Principal Investigator (printed)


 Principal Investigator (Signature)

10/13/2016
 Date

For Use by IRB Office Only

B2 Exempt Status Approved _____ B3 Exempt Status Approved _____ Yes No Expedite
 IRB Chair/Vice/RCO Chair _____ Date _____