



Michigan Society of Thoracic and Cardiovascular Surgeons Quality Collaborative

Data Use, Publications, and Authorship Policy

The purpose of this document is to set forth policies and procedures to guide Michigan Society of Thoracic and Cardiovascular Surgeons Quality Collaborative (MSTCVS-QC) members in the use of MSTCVS QC data for publication purposes. Failure to adhere to this policy may result in a suspension from requesting MSTCVS QC data for the lead author and all co-authors for a period of two years.

MSTCVS members are welcome and encouraged to submit data requests that align with MSTCVS QC quality improvement initiatives or support local quality improvement goals.

All publications using collaborative-wide data are to be presented on behalf of the Michigan Society of Thoracic Surgeons Quality Collaborative. Collaborative-wide data will not be provided for independent analysis or publication.

Authors must agree to uphold the collaborative nature of the MSTCVS QC and refrain from using collaborative data to compare site specific results to other consortium members in any public manner including presentations, publications, publicity, and/or advertising.

'Publications' refers to the following: abstracts, manuscripts, posters, and/or oral presentations.

REQUEST FOR COLLABORATIVE-WIDE DATA

- An MSTCVS Data Request form and list of requested STS data variables must be submitted for each proposal. Data Request Forms can be found at MSTCVS.org
- Adult Cardiac Surgery and PERForm Registry proposals are submitted to Patty Theurer (ptheurer@med.umich.edu).
- General Thoracic Surgery proposals are submitted to Melissa Clark (clarkmel@med.umich.edu).
- For MISHC data requests, visit MISHC.org or contact Patty Theurer (ptheurer@med.umich.edu).
- Access to collaborative data will be provided through analyses performed by MSTCVS QC statistician. If data analysis is to be performed by the requesting investigative team, final review and approval must be made by the MSTCVS QC statistician.
- The hospital physician champion will determine whom from the site is qualified to submit proposals to the MSTCVS QC Coordinating Center for access to collaborative-wide data and statistical analysis. Qualified individuals are not limited to physicians. All submissions must include a MSTCVS physician member in good standing. The physician is responsible for:
 - Providing mentorship and ongoing guidance through the project development, analysis, and publication process.
 - Reporting project progress to the MSTCVS QC Quality Committee as needed.
 - The physician champion must be copied on the email submission of the Data Request Form.
 - Fellows and residents must have a physician sponsor to co-submit a proposal and must have ongoing project guidance from physician sponsor.
- The physician sponsor will be copied on all correspondence related to the publication. Data requests for publications associated with a submission deadline must be submitted at least three months prior to allow adequate time for the approval process, statistical analysis, and co-author review. See Appendix A.
- Fellows and residents must have completed prior analysis commitments before submitting another proposal for consideration.



- Requestors must adhere to the MSTCVS QC Confidentiality Policies and Procedures for Data and Information Management.

REQUEST REVIEW PROCESS

1. The MSTCVS QC Coordinating Center will conduct a preliminary review to assess whether a proposal meets the following feasibility requirements:
 - a. The proposed analysis uses data collected within the STS Adult Cardiac Surgery, STS General Thoracic Surgery, or PERForm Registry databases.
 - b. A sufficient number of cases exists in the database for statistical analysis.
 - c. No other proposals have been submitted to test the same hypothesis.
2. MSTCVS QC Program Directors will review all feasible proposals to ensure the request is consistent with the goals of the CQI and to determine significance of contribution to the cardiothoracic surgery literature.
3. Proposals approved by MSTCVS QC Program Directors will be submitted to the MSTCVS QC Surgeon Quality Committee and/or Data Access and Publications Committee for further review and approval.
4. Approved proposals will be given a timeline for statistical analysis. This timeline will depend on availability of MSTCVS QC statistical resources.

AUTHORSHIP GUIDELINES

- First Authors
 - One proposed manuscript can be submitted per analysis proposal. Prospective authors cannot obtain a 'blanket proposal' for any manuscript they wish to write in a subject area.
 - All communications with the statistician should include the MSTCVS QC Program Manager. Program Manager involvement is essential as this staff member understands the strengths and weaknesses of the available data.
- Prospective authors should be described in the proposal request form for review and approval by MSTCVS QC leadership and Quality Committee.
- Co-authors may include:
 - Participating physicians from a variety of hospitals within the MSTCVS QC who must contribute to the discussion and provide pertinent expertise or value to the project.
 - Statistician
 - MSTCVS QC Program Director(s)
- Senior Author:
 - To be considered a Senior Author, individuals are expected to do all the following:
 1. Identify a Quality Improvement opportunity aligning with MSTCVS QC initiatives
 2. Ensure a request has been submitted to the MSTCVS QC Coordinating Center
 3. Oversee and direct the analytics related to the project
 4. Oversee and direct the writing of the publication.
- Eligibility for inclusion as a co-author includes active commitment to and involvement in the project as evidenced by at least one of the following
 - Actively participating in discussion of the publication and substantial contribution to the development of the project, resultant analysis, and/or interpretation of findings.
 - Idea conception
 - Provision of scientific guidance in carrying out the project
 - Manuscript development and review



- Authors are responsible for following publisher's guidelines related to number and contribution requirements of co-authors.

ABSTRACT AND MANUSCRIPT SUBMISSION

- The MSTCVS QC Coordinating Center must be informed prior to any submission of all abstracts and manuscripts.
- Abstracts and manuscripts must be reviewed and approved by the MSTCVS QC leadership and all co-authors prior to submission.
- The MSTCVS QC Coordinating must receive ongoing communication regarding status of acceptance and be provided with any requests for revisions or notifications from the publisher.
- Co-authors must receive updates regarding status of manuscript submission and acceptance.
- Manuscript submission must contain the MSTCVS QC IRB number.
- Manuscript submission must contain the following acknowledgement of support:
 - *"Support for MSTCVS QC is provided by Blue Cross and Blue Shield of Michigan and Blue Care Network as part of the BCBSM Value Partnerships program" and the disclaimer "Although Blue Cross Blue Shield of Michigan and MSTCVS QC work collaboratively, the opinions, beliefs and viewpoints expressed by the author do not necessarily reflect the opinions, beliefs and viewpoints of BCBSM or any of its employees."*
 - The MSTCVS QC Coordinating Center is responsible for notifying BCBSM of manuscripts from CQI work at the time of journal submission and providing a copy of published manuscripts to them.
- If six months have passed without a completed manuscript, the author should engage the MSTCVS QC Program Director(s) and Program Manager to discuss how to bring the project to conclusion. If the author does not take this initiative, MSTCVS QC leadership may do so and arrange assignment of an alternate for the role of primary author to maintain project momentum. Discussion will include active involvement of the initial primary author.
- The primary author is expected to respond to reviewer's comments and submit an updated manuscript after collaboration with co-authors and review from MSTCVS QC leadership within 1-2 months of peer review. If the author is unable to meet these deadlines, he/she should approach MSTCVS QC leadership for necessary help and guidance. If the author does not take this initiative, MSTCVS QC leadership may do so and arrange assignment of an alternate for the role of primary author to maintain project momentum. Discussion will include active involvement of the initial primary author.

REVIEW OF OTHER WORK

- The MSTCVS QC Coordinating Center must review all poster and Power Point presentations prior to submission, print, or public presentation.
- All presentations (e.g., posters, Power Point slides) must contain the MSTCVS logo and BCBSM acknowledgement.
- Abstracts being publicly presented must be rehearsed prior to presentation with MSTCVS QC leadership to ensure messaging is consistent with the goals and collaborative nature of the consortium.
- Public presentation of MSTCVS QC collaborative-wide work or data is prohibited without prior review and approval.



APPENDIX A

PROPOSAL TIMELINE GUIDELINES

Data requests for publications associated with a submission deadline must be submitted at least three months prior to allow adequate time for the approval process, statistical analysis, and co-author review. See tentative deadline dates for common national meetings below.

Abstracts accepted for presentation must have manuscript and presentation completed and approved by MSTCVS QC and co-authors no later than two weeks prior to presentation.

Meeting	Tentative Abstract Deadline	Tentative Meeting Date	MSTCVS QC Proposal Submission Deadline
Western Thoracic Surgical Association (WTSA)	January	June	October 1 st
American College of Chest Physicians (CHEST)	March	October	July 1 st
Southern Thoracic Surgical Association (STSA)	April	November	January 2 nd
European Association for Cardiothoracic Surgery (EACTS)	April	October	January 2 nd
Society of Thoracic Surgeons (STS)	July	January	April 1 st
American Association for Thoracic Surgery (AATS)	October	May	July 1 st
General Thoracic Surgical Club (GTSC)	December	March	September 1 st



Timeline for analyses performed by MSTCVS QC statistician:

Proposal Submission to MSTCVS		
3 Months	30 Days	- Feasibility assessment and PD approval - Quality Committee Approval
	30 Days	- Statistical analysis performed by MSTCVS QC statistician (subject to change based on availability) - Data provided to requestor
	14 Days	- Abstract draft provided to MSTCVS QC for review/approval - Abstract draft circulated to co-authors
	14 Days	- Abstract revisions based on draft feedback - Final abstract submitted to MSTCVS QC
Abstract Submission		

Abstracts Accepted for Presentation		
3 Months	30 Days	- Request for additional statistical analysis if necessary (subject to change based on availability)
	14 Days	- Manuscript draft provided to MSTCVS QC for review
	14 Days	- Manuscript draft circulated to co-authors
	14 Days	- Manuscript revisions based on draft feedback
	14 Days	- Final manuscript submitted to MSTCVS QC two weeks prior to presentation - Presentation rehearsal with MSTCVS QC leadership
Manuscript and Presentation Submission to MSTCVS QC		

Timeline for analyses not performed by MSTCVS QC statistician:

Proposal Submission to MSTCVS		
3 Months	30 Days	- Feasibility assessment and PD approval - Quality Committee Approval
	30 Days	- Data provided to requestor for analysis - MSTCVS QC statistician reviews analytic and statistical methods
	14 Days	- Abstract draft provided to MSTCVS QC for review/approval - Abstract draft circulated to co-authors
	14 Days	- Abstract revisions based on draft feedback - Final abstract submitted to MSTCVS QC
Abstract Submission		

Abstracts Accepted for Presentation		
3 Months	30 Days	- Request for additional data if necessary - MSTCVS QC statistician reviews analytic and statistical methods
	14 Days	- Manuscript draft provided to MSTCVS QC for review
	14 Days	- Manuscript draft circulated to co-authors
	14 Days	- Manuscript revisions based on draft feedback
	14 Days	- Final manuscript submitted to MSTCVS QC two weeks prior to presentation - Presentation rehearsal with MSTCVS QC leadership
Manuscript and Presentation Submission to MSTCVS QC		