



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.

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 public distribution of study findings through any media format including: abstracts, manuscripts, posters, and/or oral presentations.

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.

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 <https://mstcvs.org/>
- All data requests and proposals (Adult Cardiac, General Thoracic, and MISHC) are submitted to Melissa Clark (clarkmel@med.umich.edu).
- Access to collaborative data will be provided through analyses performed by MSTCVS-QC biostatistician.
 - The investigative team may request to perform their own data analysis. If approved, analytical plan must be reviewed and approved by the MSTCVS-QC biostatistician.
- 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 analyses. Qualified individuals are not limited to physicians. All submissions must include a MSTCVS QC physician sponsor. The physician sponsor 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 or requested by the MSTCVS QC staff.
 - 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 the deadline 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 duplicative proposals have been submitted.
2. MSTCVS-QC Program Directors will review all proposals determined to be feasible 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.
- 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 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 unable to complete manuscript within the publishers stated deadline, 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		