



## Michigan Society of Thoracic and Cardiovascular Surgeons Quality Collaborative Data Use, Publications, and Authorship Policy

The purpose of this document is to establish policies and procedures that guide Michigan Society of Thoracic and Cardiovascular Surgeons Quality Collaborative (MSTCVS-QC) members in the appropriate use of MSTCVS-QC data for publication and dissemination.

The MSTCVS-QC is dedicated to improving the quality of cardiothoracic surgical care across all participating hospitals, and data, analyses, and publications are intended to support quality improvement, promote shared learning, and enhance statewide performance. MSTCVS-QC data may **not** be used, explicitly or implicitly, to rank institutions, publicly compare sites, or label any hospital as a 'center of excellence'.

MSTCVS members are encouraged to submit data requests that support MSTCVS-QC quality improvement initiatives and/or advance site-specific quality improvement goals.

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

Authors must 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 forum, including presentations, publications, marketing, advertising, or other public communications.

'Publications' refers to the public dissemination of study findings through any medium, including abstracts, manuscripts, posters, or oral presentations.

Failure to adhere to this policy may result in suspension MSTCVS-QC data request privileges for the lead author and all co-authors for a period of two (2) years.

### REQUEST FOR COLLABORATIVE-WIDE DATA

- An MSTCVS Data Request Form and a list of requested STS and/or PERForm Registry data variables must be submitted for each proposal. All Adult Cardiac, PERForm, and General Thoracic data requests must be submitted through the online request system available at <https://mstcvs.org/>
- All PERForm Registry data requests must include a designated perfusionist identified as a collaborator. The perfusionist must serve as an active member of the project team and provide perfusion-specific subject-matter expertise.
- Access to collaborative data will be provided through analyses performed by an MSTCVS-QC biostatistician.
- Once a request is approved, the requestor must meet with MSTCVS-QC Coordinating Center staff before analysis begins to confirm accurate interpretation of STS data definitions, understand variable limitations, and review data element availability across STS data versions.
- The hospital Physician Champion will determine which individuals from the site are qualified to submit proposals to the MSTCVS-QC Coordinating Center. 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 throughout project development, analysis, and publication.
  - Reporting project progress to the MSTCVS-QC Quality Committee as requested.



- Co-submitting proposals with medical students, residents, and fellows and providing ongoing project oversight.
- The physician sponsor will be copied on all correspondence related to the project and subsequent publication.
- Data requests associated with a submission deadline must be submitted at least three (3) months prior to the deadline to allow sufficient time for review, analysis, and co-author input.
- Abstracts accepted for national presentation must have manuscripts and presentations completed and approved by MSTCVS-QC and all co-authors no later than two weeks prior to the presentation date.
- Fellows and residents must complete all prior analytic commitments before submitting a new proposal for consideration.
- All requestors must adhere to MSTCVS-QC Confidentiality Policies and Procedures for Data and Information Management.

## REQUEST REVIEW PROCESS

1. The MSTCVS-QC Coordinating Center will conduct a preliminary feasibility review to confirm that:
  - 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 to support valid statistical analysis.
  - c. No duplicative or overlapping proposals are already underway.
2. Feasible proposals will be reviewed by MSTCVS-QC Program Directors to ensure alignment with collaborative goals and to assess scholarly contribution.
3. Approved proposals will be submitted to the MSTCVS-QC Surgeon Quality Committee and/or Data Access and Publications Committee for final approval.
4. Approved proposals will be assigned a projected timeline for analysis, subject to MSTCVS-QC statistical resource availability.

## AUTHORSHIP GUIDELINES

- **First Author**
  - One manuscript may be submitted per approved analysis proposal.
  - Blanket or open-ended proposals covering multiple manuscripts are not permitted.
  - All communications with the statistician must include the MSTCVS-QC Program Manager.
- **Prospective Authors**
  - All proposed authors must be identified at the time of proposal submission and approved by the MSTCVS-QC leadership and the Quality Committee.
- **Eligible Co-authors May Include**
  - Participating physicians from MSTCVS-QC member sites who provide meaningful scientific or clinical expertise
  - MSTCVS-QC biostatistician
  - MSTCVS-QC Program Director(s)
- **Senior Author Responsibilities**
  - To qualify as a Senior Author, individuals must:
    1. Identify a Quality Improvement opportunity aligned with MSTCVS-QC priorities
    2. Ensure submission and approval of a data request
    3. Oversee project analytics



#### 4. Oversee manuscript development and interpretation

##### • **Authorship Eligibility Criteria**

All authors must meet all of the following:

- Substantial contribution to conception/design or data acquisition/analysis/interpretation
- Drafting or critical revision of the manuscript
- Final approval of the submitted version
- Accountability for the accuracy and integrity of the work

Authors are responsible for complying with journal-specific authorship requirements and for disclosure of all relevant financial and non-financial relationships.

#### **ABSTRACT AND MANUSCRIPT SUBMISSION**

- A maximum of four (4) MSTCVS-QC abstracts may be submitted to any single national meeting. If more than four requests are received, the Quality Committee will select the abstracts to proceed and prioritize remaining requests in the queue.
- The MSTCVS-QC Coordinating Center must be notified and provide final sign-off prior to submission of all abstracts and manuscripts.
- All abstracts and manuscripts must be reviewed and approved by MSTCVS-QC leadership and all co-authors before submission.
- The Coordinating Center must be kept informed of acceptance decisions and all revision requests.
- Co-authors must receive timely updates regarding manuscript submission, revision, acceptance, and publication.
- All manuscript submissions must include the MSTCVS-QC IRB number.
- Manuscripts **must** include the following acknowledgement and disclaimer:  
*"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. 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 providing advance notification to Blue Cross Blue Shield of Michigan (BCBSM) at least thirty (30) days prior to manuscript submission and for sharing copies of all published manuscripts.
- Authors unable to meet journal deadlines must notify MSTCVS-QC leadership to determine next steps. Failure to do so may result in reassignment of primary authorship to maintain project momentum.
- Authors are expected to respond to journal reviewer comments and submit revisions within 1–2 months unless otherwise specified by the journal.

#### **REVIEW OF PRESENTATIONS AND OTHER WORK**

- The MSTCVS-QC Coordinating Center must review all posters and slide presentations before submission, printing, or public presentation.
- All presentations must include MSTCVS and BCBSM acknowledgement and branding.
- Oral presentations must be rehearsed with MSTCVS-QC leadership at least one week prior to delivery at a national meeting.
- Public presentation of MSTCVS-QC collaborative-wide data without prior review and approval is prohibited.



### MSTCVS-QC Publication Workflow and Timeline:

The following timetable outlines the complete workflow for MSTCVS-QC scholarly projects, from initial proposal through abstract submission (if applicable) and final manuscript publication. These timelines apply to all projects, regardless of whether a national conference abstract is part of the submission pathway.

**All timelines are estimates and are subject to MSTCVS-QC biostatistical resource availability and competing collaborative priorities.**

All correspondence from national meeting organizers or journals, including submission confirmations, acceptance notifications, requests for revision, and any other related communications, must be shared with the MSTCVS-QC Coordinating Center.

### Projects With National Abstract Submission

	Stage	Timeframe	Activities
Estimated Timeline 6 Months	Proposal Review	30 Days	<ul style="list-style-type: none"> <li>▪ Feasibility review</li> <li>▪ Program Director approval</li> <li>▪ Quality Committee approval</li> </ul>
	Statistical Analysis	30 Days	<ul style="list-style-type: none"> <li>▪ Statistical analysis performed</li> <li>▪ Data delivered to requestor</li> </ul>
	Abstract Draft	14 Days	<ul style="list-style-type: none"> <li>▪ Abstract drafted</li> <li>▪ Internal MSTCVS-QC review</li> <li>▪ Abstract circulated to co-authors</li> </ul>
	Abstract Revision and Submission	14 Days	<ul style="list-style-type: none"> <li>▪ Revisions completed</li> <li>▪ Final abstract submitted to MSTCVS-QC</li> <li>▪ Abstract submitted to national meeting upon MSTCVS approval</li> </ul>
	Post-Acceptance Additional Analysis	30 Days	<ul style="list-style-type: none"> <li>▪ Additional analysis requested if required</li> <li>▪ Analysis conducted</li> <li>▪ Updated data provided to requestor</li> </ul>
	Manuscript Drafting	14 Days	<ul style="list-style-type: none"> <li>▪ Manuscript drafted</li> <li>▪ Draft manuscript submitted to MSTCVS-QC for review</li> </ul>
	Co-Author Review	14 Days	<ul style="list-style-type: none"> <li>▪ Manuscript circulated to all co-authors</li> </ul>
	Manuscript Revision (Pre-Submission)	14 Days	<ul style="list-style-type: none"> <li>▪ Revisions completed based on MSTCVS-QC and co-author feedback</li> </ul>
	Final Presentation Preparation	Minimum 1 week prior	<ul style="list-style-type: none"> <li>▪ <b>Poster:</b> Poster must be reviewed and approved by MSTCVS-QC prior to submission or printing</li> <li>▪ <b>Oral:</b> Presentation must be rehearsed with MSTCVS-QC leadership at least one (1) week prior to national meeting</li> </ul>
	Manuscript Submission to Journal	At or near time of national presentation	<ul style="list-style-type: none"> <li>▪ Final manuscript submitted upon MSTCVS-QC approval</li> </ul>
	Journal Requested Revisions	2-8 Weeks (journal dependent)	<ul style="list-style-type: none"> <li>▪ Revision request shared with MSTCVS-QC</li> <li>▪ Additional analyses conducted if necessary</li> <li>▪ Responses to reviewer comments developed by authors</li> <li>▪ Revised manuscript and response letter shared with MSTCVS-QC and co-authors prior to resubmission</li> </ul>
	Publication Notification	Upon journal acceptance/publication	<ul style="list-style-type: none"> <li>▪ Author notifies MSTCVS-QC and all co-authors of acceptance and publication</li> <li>▪ Final citation and/or published manuscript provided to MSTCVS-QC</li> </ul>