



# Integrated Michigan Patient-centered Alliance in Care Transitions (I-MPACT) - Publication Committee

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<b>SOP Number:</b>	<b>1.0</b>	<b>Version:</b>	<b>1.3</b>	<b>Date Issued:</b>	<b>9/12/2018</b>
<b>Effective Date:</b>	<b>09/12/2018</b>	<b>Review Date:</b>	<b>July, 2019</b>		
<b>Revised:</b>	<b>10/10/18</b>	<b>Attachment(s)</b>	<b>Multiple</b>		

## Standard Operating Procedure (SOP) – Publications Policy

### 1. Objective

The purpose of this SOP is to outline the process required to propose and author publications using aggregate cross-collaborative data obtained through I-MPACT.

### 2. Responsibilities

This policy applies to anyone wishing to author publications using data obtained or collected by the I-MPACT Coordinating Center (I-MPACT CC).

### 3. Definitions

- 3.1. Data – “data” encompasses information obtained or collected by the I-MPACT CC including but not limited to data related to: The I-MPACT Registry; I-MPACT participant surveys, Michigan Health Information Network (MiHIN); cluster specific Quality Improvement (QI) logs; Patient Reported Outcomes survey (PROs); Michigan Hospital Association (MHA).
- 3.2. Concept(s) – a proposal for use of I-MPACT data with an intent to publish an abstract, poster, journal article etc.
- 3.3. Publication - in includes, but is not limited to: posters, abstracts, journal articles, web-based publications (e.g. website pages, blogs), broadcasting via television, radio, webcasts, or podcasts. Not included in this definition: non-peer reviewed presentations, posters or abstracts using a cluster’s own data and developed for use/sharing within the author’s/presenter’s own organization or health system (e.g. health system quality symposium or transitions of care conference).
- 3.4. Cluster – A partnership between a hospital and one or more physician organizations (PO) for the purposes of working together on I-MPACT initiatives.
- 3.5. Cluster team member – A individual designated as part of a cluster’s I-MPACT team on the contact sheet provided to the I-MPACT CC, they could be a core team member or extended team member.
- 3.6. Request for Publication Committee Review Form (“Request Form”) – a form submitted to the publication committee by a potential author requesting review of a proposed concept for publication or review of content drafted for publication.

### 4. Procedures/ actions

#### 4.1. Publication Committee purpose

4.1.1. The Publication Committee will work with potential authors to:

- Advance, and contribute to, the body of knowledge about quality care transitions.
- Ensure the integrity and accuracy of publications utilizing I-MPACT data and resources.
- Ensure equitable and fair authorship when multiple authors are involved.
- Evaluate feasibility and generalizability of potential publication content.

#### 4.2. Publication Committee oversight



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**4.2.1.** The Publication Committee will review the following:

- All requests for data to be used in the development of a concept proposal or publication.
- All proposed concepts for publication.
- All content drafted for the purposes of publishing.
- All requests for I-MPACT CC statistical and data support and resources for the purposes of publishing.

**4.2.2.** The Publication Committee will review and approve or disapprove all data requests, concept proposals and publications submitted by (as listed in order):

- I-MPACT Publication Committee members
- I-MPACT CC staff/leadership.
- I-MPACT Clusters or Cluster team members.
- Individuals who are affiliated with I-MPACT cluster sites but are not a cluster team member
- Individuals who do not belong to any of the aforementioned groups e.g. master's thesis students, grant writers.

**4.2.3.** The Publication Committee may provide input and contributions to:

- Content of all publications
- Proposed authorship as part of a concept proposal or draft of a publication.
  - When appropriate, the Publication Committee will seek to place interested committee members into the role of collaborator or secondary author with the expectation that all authorship credit will be in accordance with section 4.4 of this SOP.
- Statistical design, when the publication involves use of an aggregate data set from multiple sites.
- Process for requesting data and/or review by the Publication Committee

**4.2.4.** Cluster team members wishing to publish using an aggregate data set encompassing multiple sites should complete a Request Form indicating that they are submitting a concept proposal and requesting a data set.

**4.2.5.** Cluster team members wishing to publish using their own data can obtain a data set through the tools made available by the I-MPACT CC and are not required to submit a concept proposal to the committee for review but are encouraged to do so to obtain feedback prior to drafting a full manuscript.

**4.2.5.1.** Non-peer reviewed presentations, posters or abstracts using a cluster's own data and developed for use/sharing within the author's/presenter's own institution or health system do not require review by the committee (e.g. health system quality symposium or transitions of care conference)

**4.2.5.2.** Presentations, posters, abstracts or papers using a cluster's own data and developed for publication in peer-reviewed journals or for use/sharing at externally sponsored



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conferences/symposia (e.g. IHI, HSM) should be submitted for review by the Publication Committee.

- 4.2.6.** I-MPACT CC team members or I-MPACT Publication Committee members wishing to publish using an aggregate data set encompassing multiple sites should complete a Request Form indicating they are submitting a concept proposal and requesting a data set.
  - 4.2.6.1.** I-MPACT Publication Committee members who wish to publish using data from the I-MPACT cluster they participate with must follow the procedure outlined in 4.3.1.1.
- 4.2.7.** Individuals from participating I-MPACT organizations who are not formal I-MPACT cluster team members must work with an I-MPACT cluster team member/sponsor from their organization to author a concept proposal or draft publication to be reviewed by the Publication Committee.
- 4.2.8.** Individuals who are not part of an I-MPACT cluster, cluster team or do not otherwise participate in I-MPACT but wish to publish using I-MPACT data will also be required to complete a Request Form and submit it for committee consideration.
- 4.2.9.** All potential authors are responsible for determining whether their use of data for publication requires Institutional Review Board (IRB) review, or obtaining documentation that the request and data use is exempt.
  - 4.2.9.1.** Potential authors should consult with their IRB early in the process of developing their concept proposal or draft document regarding whether the proposed project would require a formal application for IRB review.
- 4.2.10.** All potential authors intending to publish should plan on utilizing their own resources to perform any necessary statistical analysis unless otherwise stated by the Publication Committee.
  - 4.2.10.1.** I-MPACT Publication Committee members and I-MPACT CC team members wishing to publish using an aggregate data set may have access to statistical and data support resources provided by the I-MPACT CC at the discretion of the I-MPACT CC Leadership based on availability of resources, scope etc..
- 4.2.11.** Any costs associated with an individual's or organization's publication will be their responsibility.
- 4.2.12.** A specific individual, or participating I-MPACT cluster, cannot submit more than one Request Form at any given time; any requests that are approved must be published before additional requests from an individual or cluster will be accepted for review.
  - 4.2.12.1.** Approved concepts will have a one-year time limit. If the approved concept does not result in a draft publication within one year, the applicant will lose the right to exclusive investigation.
- 4.2.13.** Prior to submitting a draft manuscript, abstract or other document to any publishing body or organization all potential publications must be submitted to the Publication Committee along with a completed "Request for Publication Committee Review" form.

### 4.3. Authorship



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- 4.3.1.** Authorship should adhere to four criteria established by the International Committee of Medical Journal Editors (ICMJE):
- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
  - Drafting the work or revising it critically for important intellectual content; AND
  - Final approval of the version to be published; AND
  - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

- 4.3.2.** When submitting a Request Form for a draft publication, a proposal for authorship should be included and clearly identify whom will be the first author and list any other potential authors.

- 4.3.2.1.** For concepts, when appropriate, the Publication Committee will seek to place interested committee members into the role of collaborator or secondary author.

- 4.3.3.** All conflicts or possible conflicts must be disclosed by potential authors when they submit a Request Form.

- 4.3.4.** If a potential author of a concept proposal would like to work with a more experienced author on the topic, the Publication Committee will make efforts to identify a suitable resource.

#### **4.4. Review process**

- 4.4.1.** Concept proposals and draft documents submitted using the appropriate procedures will receive their review and determination within 60 calendar days from when it was assigned to Publication Committee Reviewers.

- 4.4.1.1.** No more than three (3) Request Forms, and their associated content, will be undergoing review at any given time.

- 4.4.1.1.1.** Reviewers will not be assigned to a new submission until there is available capacity.

- 4.4.2.** Reviews will be performed in accordance with I-MPACT Publication Committee SOP 2.0 – Publication Committee Operations

- 4.4.3.** Request Forms, and their associated content, will receive one of three determinations:

- 4.4.3.1.** “Approved” – the concept proposal or draft document is approved as submitted.

- 4.4.3.2.** “Conditional Approval” – the concept proposal or draft document will be approved if specific conditions provided by The Publication Committee have been met and the requestor’s response to the Publication Committee is submitted within 30 calendar days of the date they were notified of the determination.

- 4.4.3.3.** “Disapproved” – the concept proposal or draft document is not approved in its current form; to be re-considered, the concept proposal or document will require significant modifications.



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4.4.3.3.1. Concept proposals or draft documents receiving a determination of “Disapproved” must wait a minimum of 90 days from the date of notification of disapproval before they may be submitted for re-consideration.

4.4.3.4. Review Determinations will be made based on a review of the following criteria:

- Does the submission have a broad scope and the potential to contribute to the field of Clinical Quality Improvement and, more specifically, care transitions?
- Is the concept feasible?
- Is the content under review generalizable beyond a specific institution or I-MPACT?
- Are there any minor or major concerns?

4.4.3.5. Determinations will be communicated by the Publication Committee Chair or Co-Chair.

4.4.3.5.1. For approved concepts, as part of the determination letter, the Chair will also inform the author(s) of any committee members who have been suggested as collaborators or secondary authors.

4.5. Restrictions and requirements regarding data usage and publications

4.5.1. Authors of any publication may not:

4.5.1.1. Use I-MPACT Data to compare their organization to other consortium members in any public manner including, but not limited to: presentations, publications, publicity, or advertising.

4.5.1.2. Use I-MPACT data to market itself to the community.

4.5.2. Authors of any publication should:

4.5.2.1. Notify the Publication Committee when a draft document has been accepted by a publishing body by submitting a Request Form with a full citation; this should be done within 60 days of publication.

4.5.2.2. Acknowledge the I-MPACT Project in any publication.

4.5.2.3. Include the following statement in any publication: “This study does not represent the opinions or policies of the Integrated Michigan Patient-centered Alliance in Care Transitions Quality Collaborative Initiative. The authors are solely responsible for all data analysis, interpretations, and conclusions.”

4.5.3. Failure to adhere to publication restrictions and requirements will result in a loss of publication privileges.

## 5. Attachments –

5.1. [Request for Publication Committee Review Form and Instructions](#)

5.2. [Concept Development Checklist Tool](#) – A guidance tool for authors of concepts



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**5.3. [I-MPACT Manuscript Review Tool for Authors](#)– A self-assessment tool for authors**

**6. Version History**

<b>Old Version #</b>	<b>New Version #</b>	<b>Revision Date:</b>	<b>Revised By:</b>	<b>Summary of Changes:</b>
1.2	1.3	10/10/18	P.James	Changed hyperlink title for 5.3 to reflect correct name of form.  Changed 4.2.13. to remove reference to required manuscript review checklist for authors as it is not required with submission.