



**National Registry of  
Emergency Medical Technicians®**  
THE NATION'S EMS CERTIFICATION™

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## Research and Data Use Policy

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**National Registry Data Use Policy  
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## National Registry Data Use Policy

### Overview

The mission of the National Registry of Emergency Medical Technicians' is to provide a valid, uniform process to assess the knowledge and skills required for competent practice by EMS professionals throughout their careers, and to maintain a registry of certification status.

### Values of the National Registry Research Team

The National Registry research decision making will reflect the following core values. The National Registry Research Team will

- function with honesty and integrity;
- ensure the protection and confidentiality of research subjects;
- follow academically accepted principles of research design and analysis;
- disseminate research findings in ways that maximize translation to policy and practice;
- serve as a model of a successful research program for other organizations; and
- base our investment (financial and human) on the National Registry research mission.

### National Registry Research Team Priorities

The following research priorities guide the National Registry projects of study:

#### A. Initial and Continued Competency of EMS Practice

1. Describe and define safe, effective, and competent EMS practice.
2. Investigate the relationship between national EMS certification and safe, effective, and competent EMS practice.
3. Identify the knowledge, skills, and attitudes that affect competent EMS practice.

#### B. Health, Safety, and Wellness of EMS Professionals

1. Assess and describe the status of EMS professionals' health, safety, and wellness.
2. Evaluate the interaction between health, safety and wellness of EMS professionals and their practice.

#### C. Workforce

1. Assess and evaluate how workforce variables affect safe, effective, and competent EMS practice.
2. Describe the demographics and attributes of the EMS workforce.
3. Assess and evaluate the size, distribution, adequacy, and practice patterns of the EMS workforce.
4. Evaluate the integration of the EMS workforce into the health care and public health system.
5. Assess the readiness of the EMS workforce to respond to disasters and public health emergencies.
6. Describe the public perception and expectations of EMS professionals.

## **Policy for Requesting Use of National Registry Data**

The National Registry appreciates the value of data collected via the National Registry database and the importance of making these data available to researchers. With this in mind, the National Registry has established the following criteria for requesting use of the National Registry data or samples.

### **Access to National Registry Data**

1. The National Registry Research Department provides access to its data in the following categories as determined by the lead National Registry Researcher:
  - a. Quick search
    - i. Quick searches are defined as searches that are descriptive in nature and require no data manipulation. These searches should require no more than a 30-minute time commitment by National Registry staff.
    - ii. Requests for a quick search may be made via the National Registry Data Request Form (see Appendix A).
    - iii. Quick search requests require the approval of the National Registry Research Director.
  - b. Data for non-research purposes
    - i. Non-research information is defined as statistics or data that is for non-peer reviewed publications.
    - ii. Requests for data for non-research purposes must be submitted on a National Registry Data Request Form (see Appendix B).
  - c. Research proposals
    - i. Research proposals include requests for data and/or data analysis for the purpose of testing a stated hypothesis or answering a specific research question.
    - ii. Requests for data for research purposes must include, as a minimum, the submission of the following three documents:
      1. National Registry Data Request Form (see Appendix A).
      2. Research Abstract Format (see Appendix B).
      3. Research proposals will include a signed statement regarding use of data and publication of findings (see Appendix C).
2. The Research Director, the Research Fellows, the Executive Director, and when necessary, the National Registry Research Committee comprised of members of the Board of Directors are responsible for ruling on the merit of all data requests. Approval for use of data will be based upon, but not limited to, the following criteria:
  - a. The value and importance of the research to the national EMS community;
  - b. The adequacy of the hypothesis and the appropriateness of the proposed research methodology;
  - c. The assurance that the database can support the testing of the hypothesis; and
  - d. Financial considerations, not intended for commercial use.

3. Approval of proposed research projects and/or access to National Registry data will be decided by a consensus of the Sr. Research Fellow, National Registry Research Director, the National Registry Executive Director, and when necessary, the National Registry Research Committee. If the Committee is unable to reach a consensus, the National Registry Research Director will mediate disagreements. Researchers will be informed of the committee's decision within thirty (30) business days of receipt of the required documentation.
4. Researchers may appeal the decision of the committee to an appeals panel staffed by members of the National Registry Board of Directors Research Committee.
5. Delivery of the requested data and/or data files will occur within forty five (45) business days of the committee approval date. The data will be provided to the researcher as Microsoft Excel data files. A listing of all variables, with brief descriptions of the variables and the associated formats will be included. A copy of the pertinent survey instrument will also be provided.
6. Reasonable fees may be charged for access to the National Registry data.
7. All surveys and data remain the property of the National Registry.

## **Request to Develop a Third-Party Cross-Sectional Survey**

The National Registry Research Team has developed a sound research methodology that may benefit third-party researchers seeking to conduct cross-sectional surveys of the nationally-certified EMS population. Therefore, the National Registry has established the following criteria for requesting the National Registry Research Team to conduct third-party surveys.

1. The National Registry will sample the database of nationally-certified EMS professionals no more than three (3) times in a 12-month period.
2. In the electronic form, cross-sectional surveys conducted by the National Registry will not exceed 15 minutes in total length. All surveys must be cognitively debriefed.
3. Cross-Sectional Survey Proposals
  - a. Cross-sectional survey proposals will be submitted to the National Registry in the Research Abstract Format (see Appendices A, B, and C).
4. The National Registry is responsible for ruling on the merit of all cross-sectional survey proposals. Approval of the cross-sectional survey proposal will be based upon, but not limited to, the following criteria:
  - a. The value and importance of the research to EMS;
  - b. The adequacy of the hypothesis and the appropriateness of the proposed research methodology;
  - c. The assurance that the database can support the testing of the hypothesis; and
  - d. Financial considerations, not intended for commercial use.
5. Third-party researchers must submit a draft of the survey items based on the proposed hypothesis and research question. The National Registry retains final rights for determining the appropriateness of items for inclusion in the cross-sectional survey.
6. Submission of draft survey items does not guarantee their acceptance. Individual survey items are subject to alteration and/or deletion at the discretion of the National Registry, based upon the pilot data collected and the expert judgment of the National Registry Research Team.
7. Reasonable fees may be charged for access to the National Registry research survey methodology and development process.
8. All survey items and data remain the property of the National Registry.

## **Authorship of Published Papers**

Authorship of research papers generally must follow the requirements set forth by the policies and procedures for the publication of record. The National Registry follows the guidelines stated by the International Committee of Medical Journal Editors (ICMJE) (see <http://www.icmje.org/>).

The National Registry will determine the authorship for all papers submitted for publication that result directly from the efforts of National Registry Research Team. In such cases, the National Registry Research Director will identify a lead author and a list of primary authors for each paper. Individuals not identified as lead or primary authors may be listed in the acknowledgment section of the paper depending on their individual contribution to the paper.

Attribution to the National Registry must be included in the final publication regardless of issues of authorship. All papers **MUST** be submitted to National Registry for concurrence before submission for publication.

## **National Registry Research Contact Information**

### **National Registry Research Team**

National Registry of Emergency Medical Technicians

6610 Busch Blvd

Columbus, OH 43229

Phone: (614) 888-4484

Fax: (614) 396-2446

research@nremt.org

## Appendix A

### National Registry Data Request Form

Type of Request - please check one:

- Quick Search Requests
- Non-Research Information Request
- Research Proposal Request

Please mail or email the completed request form and any attachments to the following address:

**research@nremt.org**

**National Registry of EMTs**

**Attn: Research Director**

**6610 Busch Boulevard**

**Columbus, Ohio 43229**

Name of Requestor: \_\_\_\_\_

Affiliation/Institution: \_\_\_\_\_

\_\_\_\_\_

Contact Telephone #: \_\_\_\_\_

Date of Request: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Is the proposed research study required for partial fulfillment of a graduate degree?

- Yes (please attach prospectus/research proposal)
- No

What is the final intended outcome of the work (e.g. trade journal, peer-reviewed publication, white paper, preliminary data for a grant)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Key Personnel: List the full names of all authors, degrees, and institutional affiliations.

Please attach a brief project proposal with the following elements:

1. **Background:** Brief one paragraph summary of the current knowledge and the critical need that exists.
2. **Objective:** Include a clear statement of the study purpose and/or the hypothesis. Any information, such as past work or controversy, that may add credibility to the need for the study should be included here.
3. **Methods:** Include the following elements if relevant: study design, population, observations or key outcome measures, analytical methods, and any other relevant methodology.
4. **Importance:** Include a statement about how the study objective will enhance an understanding of the issue under investigation. Brief justification and interpretive statements should be included here.
5. **References:** List references in consecutive numerical order.



Briefly describe the tasks required from the National Registry of EMT's Research Team:

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The National Registry follows ICMJE recommendations for authorship (<http://www.icmje.org/recommendations/>). If the final outcome of this work is a manuscript, please state your expectations of lead or senior authorship.

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Please indicate all funding sources for the proposed study, if any:

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Will the results of this research be used for commercial purposes or economic gains?

- No
- Yes → Explain:

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Attachments:

- Please attach a current curriculum vitae for the Primary Investigator and/or first author.
- If the proposed research study currently has an Institutional Review Board (IRB) ethics approval, please attach.

## Appendix B

### Research Proposal Instructions

To be completed for all research proposals

Please mail the research proposal and the Data Distribution Agreement form to the following address:

***National Registry of Emergency Medical Technicians  
Attn: Research  
6610 Busch Boulevard  
Columbus, Ohio 43229***

Research proposals must contain the sections listed below. Place the pages in the following order and number the pages consecutively beginning with the title page.

1. Title of Study
2. Authorship Information
3. Research Abstract
  - a. Objective
  - b. Methods
  - c. Discussion
  - d. References
4. Consent

A brief description of each section of research proposal abstract is included below.

**Title:** The title should be brief, specific, and clear while stimulating interest. The title should not contain abbreviations.

**Authorship Information:** List the full names of all authors, degrees, and institutional affiliations. If a large research or investigative group is submitting the proposal, the use of a collective study group name is encouraged.

**Abstract:** The abstract must consist of the following sections:

1. **Objective:** Include a clear statement of the study purpose and/or the hypothesis. Any information, such as past work or controversy, that may add credibility to the need for the study should be included here.
2. **Methods:** Include the following elements if relevant: study design, population, observations or key outcome measures, analytical methods, and any other relevant methodology.
3. **Discussion:** Include a statement about how the study objective will enhance an understanding of the issue under investigation. Brief justification and interpretive statements should be included here.

**References:** List references in consecutive numerical order.

**Consent:** Studies including human subject investigations must state the format of the informed consent and the risks involved of the study subjects.

## Appendix C

### Data Distribution Agreement

#### Statement of Intended Use of National Registry Data

Principal Investigator: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Study Title: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

It is agreed as follows:

1. The National Registry data requested for this study is to be used solely for the above stated research project.
2. This agreement applies solely to the research project stated above and described in Appendix C. Additional research projects based on the release of these data must be resubmitted to the National Registry for review and approval.
3. Any publication or presentation with National Registry data must be submitted to the National Registry for concurrence PRIOR to submission for publication or presentation. Failure to submit a paper for concurrence may result in retraction from the journal.
4. The principal investigator agrees to acknowledge the contributions of the National Registry and the National Registry staff in any and all presentations, disclosures, and publications resulting from the study described above.
5. This agreement for use of National Registry data is nontransferable. Changes made to the research project described above and/or the appointment of a new principal investigator will require the completion of a new "Data Distribution Agreement" form.
6. The National Registry data will not be used, either alone or in conjunction with any other information in any manner whatsoever to identify individual EMS professionals from which the data was obtained.
7. Prompt publication of the results of the research project described above is encouraged. If more than 12 months have passed since National Registry data were provided to the principal investigator, the National Registry Research Team reserves the right to reassign a primary author.
8. All survey instruments, survey items, and survey data remain the sole property of the National Registry.

\_\_\_\_\_  
Signature of Primary Investigator/Collaborator

\_\_\_\_\_  
Date