

**L**ongitudinal  
**E**mergency Medical Technician  
**A**tttributes &  
**D**emographics  
**S**tudy

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**Longitudinal EMT Attribute and Demographic Study**

Data Use Policy

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**Leads Data Use Policy  
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## **LEADS Data Use Policy**

### **Overview**

The LEADS project is a longitudinal study project hosted by the National Registry of Emergency Medical Technicians (NREMT). It is designed to describe the attributes and demographic information that accurately reflect the individuals providing emergency medical services throughout the United States.

The project began in August 1998 and is led by a team of researchers made up of State EMS Directors, State EMS Training Coordinators, EMS System Managers, Emergency Physicians, EMS Educators, survey researchers, and staff of the NREMT. Longitudinal data and cross sectional data are collected annually. Data collected allows for description of the EMT population, their work activities, working conditions, and job satisfaction. Most importantly, these data permit longitudinal analyses in addition to cross sectional data analyses gained from snapshot surveys.

### **Values of the LEADS committee**

The LEADS committee affirms the following core values that will provide the foundation for all decision making activities related to this project, including the research agenda, study design and data usage. The committee will

- Function with honesty and integrity
- Be fiscally responsible
- Protect the confidentiality of the survey participants
- Prioritize the use of data based on its importance and value to EMS
- Follow academically accepted principles of research design and analysis

### **LEADS Research Questions**

The following research questions formed the basis for the development of the core survey instrument and provide direction for refining the research agenda and designing snapshot surveys:

- How are EMTs different from the US population on selected demographic characteristics?
- Who are we as a profession?
- What are the factors that influence attrition in EMS at every level over time?
- What are the factors that influence professional advancement in EMS at every level over time?
- Which EMTs choose to leave the profession?
- Within the description of all EMTs, what are the subsets or factors that influence attrition/retention among the population?
- What factors affect EMT motivation?

## **Policy for Requesting Use of LEADS Data**

The LEADS committee recognizes the value of data collected via the annual LEADS survey and realizes the importance of making such data available to researchers. Therefore, the LEADS committee has established the following criteria for requesting use of the LEADS data.

### **Access to LEADS Data**

1. LEADS committee provides access to its data in the following categories as determined by the LEADS coordinator:
  - 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 NREMT staff.
    - ii. Requests for a quick search may be made via the LEADS Data Request Form (see appendix B) or via the telephone.
    - iii. Quick search requests do not require the approval of the entire committee.
  - 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 LEADS Data Request Form (see appendix B).
  - c. Research Proposals
    - i. Research proposals include request 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. LEADS Data Request Form (see appendix B).
      2. Research Abstract Format (see appendix C).
      3. Research proposals will include a signed statement regarding use of data and publication of findings (see appendix D).
2. The LEADS committee is 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 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
  - d. Financial considerations, not intended for commercial use.

3. Approval of proposed research projects and/or access to LEADS data will be decided by a consensus of the LEADS committee member. If the committee is unable to reach a consensus, the Chairperson 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 NREMT Board of Directors.
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 SAS data files and SAS data format files. A listing of all variables, with brief descriptions of the variables and the associated formats will be included. Data files can also be provided as Access, ASCII, BMDP, dBase, EpiInfo, Excel, Lotus 1-2-3, Paradox, Quattro Pro, Stat, or Systat files. A copy of the pertinent survey instrument will also be provided.
6. Reasonable fees will be charged for access to the LEADS data. See Appendix A for specific details.
7. All surveys and data remain the property of the NREMT.

## **Request to Develop a Third Party Snapshot Survey**

The LEADS committee has developed a sound research methodology that may benefit third party researchers who are seeking to conduct cross sectional (snapshot) surveys of the EMS population. Therefore, the LEADS committee has established the following criteria for requesting the LEADS committee to conduct third party snapshot surveys.

1. The LEADS committee will conduct no more than two (2) snapshot surveys in a 12-month period.
2. Snapshot surveys conducted by the LEADS committee will not exceed 4 pages in total length. A one-page survey typically represents 8-10 survey items.
3. Snapshot Survey Proposals
  - a. Snapshot survey proposals will be submitted to the LEADS committee in the Research Abstract Format (see appendix C).
4. Only survey proposals received by November 1 will be considered for discussion at the annual LEADS committee meeting.
5. The LEADS committee is responsible for ruling on the merit of all snapshot survey proposals. Approval of the 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
  - d. Financial considerations, not intended for commercial use.
6. Third party researchers may submit a draft of the survey items for inclusion within the snapshot or may request the LEADS committee develop the survey based on the proposed hypothesis and research question. The LEADS committee retains final rights for determining the appropriateness of items for inclusion in the snapshot survey.
7. Submission of draft survey items does not guarantee their inclusion within the final survey instrument. Individual survey items are subject to alteration and/or deletion at the discretion of the LEADS committee, based upon the pilot data collected and the expert judgment of the committee members.
8. Reasonable fees will be charged for access to the LEADS survey methodology and development process. See Appendix A for specific details.
9. All surveys items and data remain the property of the NREMT.

## **Authorship of Published Papers**

Authorship of research papers generally must follow the requirements set forth by the policies and procedures of the publication of record. The LEADS committee will determine the authorship for all papers submitted for publication that results directly from the efforts of the LEADS committee. In such cases, the LEADS committee will identify a lead author and a list of primary authors for each paper. Members not identified as lead or primary authors may be listed in the acknowledgement section of the paper depending on their individual contribution to the paper.

LEADS committee members are not automatic authors of papers that result from the hypothesis, research question and/or research methodology of other researchers utilizing the LEADS data and/or data files. In such cases, the researcher requesting the use of LEADS data reserves the right to identify lead and primary authors. Attribution to the LEADS project must be included in the final publication regardless of issues of authorship.

## **LEADS Contact Information**

### **LEADS Project Coordinator**

Gregg Margolis  
Associate Director, NREMT  
P.O. Box 29233  
Columbus, Ohio 43229  
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### **LEADS Committee Chairperson**

Ronald Pirrallo, MD, MHSA  
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### **LEADS Committee Statistician**

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## **Appendix A: LEADS Data Usage Fee Structure**

1. Quick Search Requests
  - a. \$50.00 per request
  - b. This fee may be waived at the discretion of the NREMT.
2. Research Proposal or Request for Data for Non-Research Purposes
  - a. Review of Research Abstract Form/LEADS Data Request Form
    1. \$175.00 (non-refundable) fee for each research proposal or data request
    2. This fee may be waived at the discretion of the NREMT.
  - b. Release of requested data/data files
    1. Will be negotiated on a case-by-case basis by the LEADS Chairperson, the LEADS coordinator, and the requesting party.
    2. The cost is dependent upon personnel, computer, processing time, and end use of the data.
3. Development of Third Party Snapshot
  - a. Review of Survey Snapshot Proposal
    1. \$1000.00 (non-refundable) fee for each research snapshot proposal.
    2. This fee may be waived at the discretion of the NREMT.
  - b. Development costs
    1. Will be negotiated on a case-by-case basis by the LEADS Chairperson, the LEADS coordinator, and the requesting party.
    2. The cost is dependent upon personnel, computer, processing time, and end use of the data.
    3. A 25% surcharge will be assessed to the total cost of the project.
4. Researchers may enter into a personal contract with the LEADS statistician for assistance with analysis of any approved use of LEADS data. Fees for this service will be established between the researcher and the LEADS statistician.
5. Researchers may incur costs for the use of NREMT or LEADS committee resources not specifically addressed in this policy. All additional cost, not specifically identified in this policy, will be negotiated on a fee per service basis.
6. Fees are subject to change without notice.

## Appendix B: LEADS Data Request Form

Type of Request - please check one:  
 Quick Search Requests  
 Non-Research Information Request  
 Research Proposal Request

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

**LEADS Committee**  
**Attn: Gregg Margolis**  
**P.O. Box 29233**  
**Columbus, Ohio 43229**

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

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

\_\_\_\_\_

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

Contact Fax #: \_\_\_\_\_

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

Question to be answered by data: \_\_\_\_\_

\_\_\_\_\_

Specific data to be collected (attach an additional sheet of paper if necessary): \_\_\_\_\_

\_\_\_\_\_

Date of request: \_\_\_\_\_

Intended use of data/ Where are data to be submitted?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved

Denied

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Gregg Margolis  
 LEADS Project Coordinator

Date \_\_\_\_\_

## Appendix C: 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:

*LEADS Committee  
Attn: Gregg Margolis  
P.O. Box 29233  
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 four sections

**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.

**Methods:** Include the following elements if relevant: study design, population, observations or key outcome measures, analytical methods, and any other relevant methodology.

**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 D: Data Distribution Agreement Statement of Intended Use of LEADS Data

Page 1

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

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

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

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

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

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

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

It is agreed as follows:

1. The LEADS 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 LEADS committee for review and approval.
3. This agreement for use of LEADS data is nontransferable. Substantive 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.
4. The LEADS data will not be used, either alone or in conjunction with any other information in any manner whatsoever to identify individual EMTs from which the data was obtained.
5. Prompt publication of the results of the research project described above is encouraged. The principal investigator agrees to provide, to the LEADS committee, a copy of any abstract or manuscript once it has been accepted for publication/presentation. The copy must be submitted to the LEADS committee a minimum of forty-five (45) days prior to publication/presentation in order to permit review and comment by the LEADS committee. In addition, it is understood that the LEADS committee retains the right of rebuttal to the journal of record.

## Appendix D: Data Distribution Agreement Statement of Intended Use of LEADS Data

Page 2

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

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

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

\_\_\_\_\_

\_\_\_\_\_

6. Each manuscript/abstract will be reviewed by the LEADS committee for consistency of data interpretation with previous LEADS publications. If the author(s) of the manuscript/abstract incorporate significant comments from the review by LEADS committee in the proposed publication, the following acknowledgement will be included in the publication:

“The LEADS project is supported by the National Registry of Emergency Medical Technicians. This manuscript has been reviewed by the LEADS committee for scientific content and consistency of data interpretation with previous LEADS publications. Significant comments have been incorporated prior to submission for publication.”

If the author(s) of the manuscript/abstract do not agree to incorporate significant comments from the review by the LEADS committee in the proposed publication, the following acknowledgement will be included in the publication.

“The LEADS project is supported by the National Registry of Emergency Medical Technicians. This manuscript was not prepared in collaboration with the LEADS committee or the National Registry of Emergency Medical Technicians and does not necessarily reflect the opinions or views of the LEADS committee or the National Registry of Emergency Medical Technicians.”

7. The principal investigator agrees to provide a copy of any and all published work resulting from the use of the LEADS data to the LEADS committee.
8. The principal investigator agrees to acknowledge the contributions of the LEADS committee and the NREMT staff in any and all presentations, disclosures, and publications resulting from the study described above.
9. All survey instruments, survey items, and survey data remain the sole property of the NREMT

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Date