## ATTACHMENT H

**Course Sponsor Survey** 

Form Approved OMB NO. 0920-0138

Expiration Date: xx/xx/20xx

## Why the survey?

The NIOSH Spirometry Training Program is evaluating our service to certified courses, the effectiveness of the program changes implemented since 2005, and the usefulness of potential Program enhancements to our stakeholders. While this survey is not mandatory, your participation is critical to ensure that the NIOSH Pulmonary Function Testing Course Approval Program meets the needs of the courses, provides curriculum changes that enhance the educational objectives for spirometry training, and informs NIOSH as to what future content might be provided to better assist you in implementing your duties. The results of the survey are confidential and NIOSH staff will not have access to any one individual's responses. All data are rolled up into reports that have at least 10 responses to protect the confidentiality of all respondents to the survey.

## **Respondent Information**

1. What role do you serve in the NIOSH-Approved Spirometry Training Program?

0	Course Director
0	Sponsor Representative
0	Both Course Director and Sponsor Representative

2. How long have you been involved with the NIOSH-Approved Spirometry Training Program?

0	Less than 5 years
0	5 to 10 years
0	11 to 20 years
0	More than 20 years

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**Program Administration** – These questions will ask about the Training Program's administrative functions. Please choose whether you agree or disagree, and to what degree, with each statement below. Responses range from "Strongly Disagree" to "Strongly Agree" and "Don't Know."

	Strongly		Neither Agree		Strongly	Don't
	Disagree	Disagree	nor Disagree	Agree	Agree	Know
NIOSH encourages input from course						
directors and sponsors that impacts	0	0	0	0	0	0
programmatic decisions						
NIOSH provides timely notification of	0	0	0	0	0	0
programmatic changes			<u> </u>			
Electronic notification of						
programmatic changes is the most	0	0	0	0	0	0
effective means to communicate						
NIOSH responds in a timely manner to	0	0	0	0	0	0
requests for information			<u> </u>			
NIOSH responds in a timely manner to	0	0	0	0	0	0
requests for new faculty			Ŭ			
NIOSH responds in a timely manner to	0	0	0	0	0	0
requests for web postings			Ŭ		0	
NIOSH should permanently keep the						
5-year + 7-month grace period for	0	0	0	0	0	0
certificate validation						
The password protected site on the	0	0	0	0	0	0
NIOSH web is easy to use			Ŭ			
NIOSH documents and other relevant						
materials on the password protected	0	0	0	0	0	0
site are easily accessible						
General results of the annual report	0	0	0	0	0	0
should be shared with the courses			Ŭ			
Results of the course audits should be	0	0	0	0	0	0
shared with the public			ŭ			
NIOSH should host course director						
and sponsor meetings (every 3 to 5	0	0	0	0	0	0
years) to discuss common issues						
Future course director and sponsor	0	0	0	0	0	0
meetings should be web-based		J			ŭ	

**Sponsor Renewal Process** – These questions will ask about the sponsor renewal process. Please choose whether you agree or disagree, and to what degree, with each statement below. Responses range from "Strongly Disagree" to "Strongly Agree" and "Don't Know."

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
The 6-month notification for sponsorship renewal is sufficient	0	0	0	0	0	0
Electronic submission of materials reduces the burden on sponsors	0	0	0	0	0	0
NIOSH responds in a timely manner to sponsor submission of materials	0	0	0	0	0	0
The sponsor renewal process is a useful tool to enhance curriculum content	0	0	0	0	0	0
The sponsor renewal process should include evaluation of both initial and refresher curriculums at the same time (excludes on-line training)	0	0	O	0	0	0

**Course Audit Process** – These questions will ask about the course audit process. Please choose whether you agree or disagree, and to what degree, with each statement below. Responses range from "Strongly Disagree" to "Strongly Agree" and "Don't Know."

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
The course audit process assists course directors to evaluate the strengths and weaknesses of their	0	0	0	0	0	0
courses						
Immediate verbal feedback from the NIOSH auditor is valuable	0	0	0	0	0	0
The written evaluation is valuable	0	0	0	0	0	0
NIOSH recommendations have improved the educational experience for the participants	0	0	0	0	0	0
NIOSH recommendations have increased the knowledge and skills of the participants	0	0	0	0	0	0
The course audit process should remain at 5-year intervals	0	0	0	0	0	0

**Refresher Training Courses** – These questions will ask about the refresher training courses. Please choose whether you agree or disagree, and to what degree, with each statement below. Responses range from "Strongly Disagree" to "Strongly Agree" and "Don't Know."

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
NIOSH has been responsive to course directors' and sponsors' concerns during the first 5 years of the refresher training program	0	0	0	0	0	0
The requirement to successfully complete an initial NIOSH course enhances the educational experience for refresher training participants	0	0	O	0	0	0
NIOSH should allow course directors more flexibility in curriculum content now that students are repeating the refresher course	0	0	0	0	0	0

**NIOSH Resources** – These questions will ask about various resources NIOSH has already provided and might provide in the future to the training courses.

1. Please indicate how helpful you find each resource in enhancing the educational objectives of the courses. Responses range from "Not at all helpful" to "Very helpful" and "Don't Know."

	Not at all helpful	Not so helpful	Neither	Somewhat helpful	Very helpful	Don't Know
NIOSH Spirometry Training Guide	0	0	0	0	0	0
Get Valid Spirometry Results EVERY Time - poster	0	0	0	0	0	0
Spirometry Quality Assurance: Common Errors and Their Impact on Test Results - booklet	0	0	0	0	0	0
Hankinson real-time test software	0	0	0	0	0	0
Reference Calculator (Knudson 1976 & NHANES III) – web site	0	0	0	0	0	0
NHANES III Predicted Value Look-up Tables – web site	0	0	0	0	0	0
Calibration Check Failure Troubleshooting - handout	0	0	0	0	0	0
Spirometry Testing Guidelines - handout	0	0	0	0	0	0
Contraindications to Spirometry Testing in the Occupational Setting - handout	0	0	0	0	0	0

Maneuver Acceptability Errors and	0	_	0	0	0	
Corrective Actions - handout	U	O	0	0	O	
Spirometry Calculation Worksheet	0	0	0	0	0	0
Serial Spirometry Calculation		•				
Worksheet						

2. When NIOSH develops additional resources to enhance the educational objectives of the courses, what resources would you like to have? Choose the 3 most important resources.

Bank of video clips	0	Equipment recommendations	0
Bank of teaching slides (PowerPoint)	0	NHANES III LLN look-up tables	0
Bank of graphics (i.e., curves, testing	0	NIOSH Refresher Training Guide	0
technique, equipment, etc.)			
Equipment calibration reference sheet	0	SOP manual for spirometry testing	0

**NIOSH Services** – These questions will ask about the importance of services offered by the Program to the course faculty and sponsors. Please rank the following services, from most to least important to you, when interacting with our Program. (1 = most important; 5 = least important)

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Approve faculty	0	0	0	0	0
Provide training resources	0	0	0	0	0
Responsiveness to concerns from course directors and sponsors	0	0	0	0	0
Provide feedback via curriculum reviews and course audits	0	0	0	0	0
Market sponsors via the NIOSH internet sponsor listing and calendar	0	0	0	0	0

**Overall Program Satisfaction** - These questions will ask your opinion about changes made to the Training Program since 2005.

1.	Overall, changes to the NIOSH Spirometry Training Program have increased the
	effectiveness of the educational objectives.

0	Yes
0	No

2. Are there issues, not addressed in this survey, about which you would like to comment?

0	Yes
0	No

3.	If yes, please write your comments in this section.	Your comments are limited to 250
	characters and spaces.	

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