CONDUCTING STRUCTURAL READINESS SURVEYS

1. PURPOSE

This document describes the process by which DeWorm3 implementation science study staff will administer structural readiness surveys to selected individuals.

2. INTENDED USERS

Implementation science point persons and their teams

3. RESPONSIBILITIES

All DeWorm3 implementation science teams should understand and follow this SOP during the administration of structural readiness surveys. It is the responsibility of the site's Principal Investigator (PI) to ensure that all study staff and implementation science teams comply with this SOP.

4. DEFINITIONS

4.1. **Structural readiness survey:** A survey used to quantify a health system's structural readiness to implement community-wide MDA for STH for the first time.

5. REQUIRED MATERIALS

5.1. DeWorm3 information handout for stakeholders
5.2. Structural readiness survey sampling list
5.3. Structural readiness surveys (for key informants)
5.4. Structural readiness surveys (standard)
5.5. Readiness survey invitation log
5.6. Readiness survey invitation letter template

6. PROCEDURE

6.1. Participants who are selected as key informants (See DeWorm3_SOP_807. *Participant selection for structural readiness surveys*) should be provided links to the SurveyCTO readiness survey entitled "Readiness Survey_KI". The key informant version of the survey is more flexible in the answer choices provided, with more open-ended answers as compared to the standard survey.

  a. Once the key informants complete the survey, the answers that they provide for the "knowledge assessment" questions will be used to generate response options in the standard survey.
  b. The site implementation science team should then work with the central implementation science team to finalize the standard survey so that it can be quickly disseminated to other targeted participants.

6.2. After participant selection lists have been generated (See DeWorm3_SOP_807. *Participant selection for structural readiness surveys*), potential participants should be contacted by phone, SMS, email, or in person to arrange for the administration of the survey. Contact methods should be appropriate for the specific individual.

  a. Using the provided readiness survey tracking log, the implementation science point person should systematically track which stakeholders were contacted, how they were contacted, when they were contacted, by whom on the DeWorm3 team, and what their response was.
  b. The invitation to participate should include standardized text (see the provided survey invitation letter template) describing the purpose of the survey and the estimated time it will take to complete the survey (20 minutes). The text is standardized to ensure that individuals across all sites are receiving the same information.
  c. The individual should be given the option to complete the survey through an

anonymous online SurveyCTO survey link or during an in-person visit from a DeWorm3 implementation science team member. The link to the online survey should be provided to the participant by email or by SMS, depending upon the participant's preference.

d. If the selected individual does not want to participate, then the next individual on the sampling list should be contacted and it should be logged that the selected individual did not choose to participate.

e. Please note that informed consent (including a signature) is not required for completing the readiness surveys. All responses will be anonymous. By completing and submitting the survey, participants indicate their consent to participate.

6.3. When the survey administrator meets with the potential participant (for those who elected not to complete the online survey), they should start by providing a brief description of the DeWorm3 Project but should not provide rationale or justification for the project, as this may influence the participant's survey responses. The study team member should then provide a brief overview of the survey and its purpose.

a. The participant should be assured that their responses are confidential and will remain so. The survey instrument requires information regarding the participant's place of work and their stakeholder "level". However, this information will not be shared publicly (it is just for internal tracking) and the participant's name should not be recorded on the survey instrument.

b. A short script will be provided with the survey to guide survey administrators through these introductory steps.

c. All of this information will also be available in writing for participants who choose to complete the survey online.

d. If the participant can read and write and did not choose to complete the survey online, he/she should be provided with the paper-based survey to complete on his/her own.

e. If the participant cannot read or write, the survey administrator should read the questions on the paper-based survey to him/her in the local language but should not provide any input regarding answer choices. The survey administrator should read and complete each question one at a time.

6.4. When the survey is complete, the survey administrator should return to the DeWorm3 office and provide the paper copies of the completed survey to the site data manager to enter into the SurveyCTO "Structural Readiness Survey" form.

a. Surveys completed online will automatically be saved in the DeWorm3 Structural Readiness Survey database.

b. Data from paper-based surveys must be entered into the online SurveyCTO database. It is the responsibility of the site data manager to ensure that all data are entered within one week of submission from the implementation science point person.

c. The paper-based form should be saved for the remainder of the trial in a locked cabinet in the DeWorm3 office.

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Approvals

I have reviewed and approve this SOP for implementation.

Principal Investigator	**Signature**	**Date**
Site Principal Investigator	**Signature**	**Date**

Document History		
Version No.	**Effective Date**	**Author(s)**
1		Arianna Means

NATURAL HISTORY MUSEUM

deworm3

SITE NAME

Read and Review Log

List of individuals who read and reviewed the SOP

Date	Name	Title	Signature*

*By signing this log, study staff confirm that they have read and understood the content of the SOP