

Supplementary Material

Assessing the research capacity and culture of allied health workforce in a national private healthcare organisation

Sangeeta Rathi^{A,B,*} (PhD, Allied Health & Rehabilitation Research Lead, Adjunct Senior Research Fellow), *Rachel Resuggan*^A (BSW, Group Allied Health Manager) and *Dave Parsons*^{A,C} (PhD, Allied Health Research Lead, Lecturer)

^ASt. John of God Healthcare, 556 Wellington Street, Perth, WA 6000, Australia

^BSchool of Health Sciences and Physiotherapy, The University of Notre Dame Australia, 32 Mouat Street, Freemantle, WA 6160, Australia

^CCurtin School of Allied Health, Curtin University, Kent Street, Bentley, WA 6102, Australia

*Correspondence to: Email: sangeeta.rathi@sjog.org.au

Item category	Checklist item	Explanation	Our responses
Design			
	Describe survey design	Describe target population, sample frame. Is the sample a convenience sample? (In “open” surveys this is most likely.)	Target population: 1500 allied health professionals working across 16 hospitals sites of a large national private healthcare organisation in Australia (page 4).
IRB (Institutional Review Board) approval and informed consent process			
	IRB approval	Mention whether the study has been approved by an IRB.	This study was approved by the XXXX human ethics committee (HREC ref no 18136) (page 4).
	Informed consent	Describe the informed consent process. Where were the participants told the length of time of the survey, which data were stored and where and for how long, who the investigator was, and the purpose of the study?	The participants were sent out a detailed participant information sheet, consisting the study details, such as study aim, population, investigator details, survey length, data collection and storage information. All participants signed an informed consent as the first step of the online survey (page 4).
	Data protection	If any personal information was collected or stored, describe what mechanisms were used to	No personal information was collected from the study participants.

		protect unauthorized access.	
Development and pre-testing			
	Development and testing	State how the survey was developed, including whether the usability and technical functionality of the electronic questionnaire had been tested before fielding the questionnaire.	The survey was based on previously validated Research Capacity and Culture tool, which has high internal consistency and strong test-retest reliability (Holden et al. 2012) (page 5)
Recruitment process and description of the sample having access to the questionnaire			
	Open survey versus closed survey	An “open survey” is a survey open for each visitor of a site, while a closed survey is only open to a sample which the investigator knows (password-protected survey).	We used a closed survey using a Qualtrics invitation link. The survey link was emailed to the participants.
	Contact mode	Indicate whether or not the initial contact with the potential participants was made on the Internet. (Investigators may also send out questionnaires by mail	All allied health professional staff across the organisation were initially approached by an introductory email containing information about the study and a link to the Qualtrics survey. Weekly reminders to complete the survey were provided via email (page 4).

		and allow for Web-based data entry.)	
	Advertising the survey	How/where was the survey announced or advertised? Some examples are offline media (newspapers), or online (mailing lists – If yes, which ones?) or banner ads (Where were these banner ads posted and what did they look like?). It is important to know the wording of the announcement as it will heavily influence who chooses to participate. Ideally the survey announcement should be published as an appendix.	The group allied health manager and allied health research lead announced the survey to all allied health staff via email and verbally in team meetings. Weekly reminders to complete the survey were provided via email (page 4).
Survey administration			
	Web/E-mail	State the type of e-survey (eg, one posted on a Web site, or one sent out through e-mail). If it is an e-mail survey, were the responses entered manually into a database, or was there an automatic method for capturing responses?	The survey was designed using Qualtrics, a secure, web-based application designed to support data capture for research studies. Qualtrics survey link was emailed to the participants and responses were automatically captured and stored in Qualtrics (page 4).
	Context	Describe the Web site (for mailing list/newsgroup) in which	N/A

		the survey was posted. What is the Web site about, who is visiting it, what are visitors normally looking for? Discuss to what degree the content of the Web site could pre-select the sample or influence the results. For example, a survey about vaccination on a anti-immunization Web site will have different results from a Web survey conducted on a government Web site	
	Mandatory/voluntary	Was it a mandatory survey to be filled in by every visitor who wanted to enter the Web site, or was it a voluntary survey?	The survey was voluntary (page 4).
	Incentives	Were any incentives offered (eg, monetary, prizes, or non-monetary incentives such as an offer to provide the survey results)?	No incentives were offered to participate in the survey (page 4).
	Time/Date	In what timeframe were the data collected?	The data was collected between 9 th May to 17 th June 2022 (page 4).
	Randomization of items or questionnaires	To prevent biases items can be randomized or alternated.	Items were not randomized (page 4).

	Adaptive questioning	Use adaptive questioning (certain items, or only conditionally displayed based on responses to other items) to reduce number and complexity of the questions.	Adaptive questioning was not used (page 4).
	Number of Items	What was the number of questionnaire items per page? The number of items is an important factor for the completion rate.	There were 4-6 items per page (page 4).
	Number of screens (pages)	Over how many pages was the questionnaire distributed? The number of items is an important factor for the completion rate.	8 pages (page 4).
	Completeness check	It is technically possible to do consistency or completeness checks before the questionnaire is submitted. Was this done, and if “yes”, how (usually JavaScript)? An alternative is to check for completeness after the questionnaire has been submitted (and highlight mandatory items). If this has been done, it should be reported. All items should provide a non-response option such as “not	The completeness check was done after the questionnaire was submitted.

		applicable” or “rather not say”, and selection of one response option should be enforced.	
	Review step	State whether respondents were able to review and change their answers (eg, through a Back button or a Review step which displays a summary of the responses and asks the respondents if they are correct).	Respondents were able to review and change their answers through a back button (page 4).
Response rates			
	Unique site visitor	If you provide view rates or participation rates, you need to define how you determined a unique visitor. There are different techniques available, based on IP addresses or cookies or both.	N/A
	View rate (Ratio of unique survey visitors/unique site visitors)	Requires counting unique visitors to the first page of the survey, divided by the number of unique site visitors (not page views!). It is not unusual to have view rates of less than 0.1 % if the survey is voluntary.	N/A
	Participation rate	Count the unique number of	We had a participation rate of 100% (page 6).

	(Ratio of unique visitors who agreed to participate/unique first survey page visitors)	people who filled in the first survey page (or agreed to participate, for example by checking a checkbox), divided by visitors who visit the first page of the survey (or the informed consents page, if present). This can also be called “recruitment” rate.	
	Completion rate (Ratio of users who finished the survey/users who agreed to participate)	The number of people submitting the last questionnaire page, divided by the number of people who agreed to participate (or submitted the first survey page). This is only relevant if there is a separate “informed consent” page or if the survey goes over several pages. This is a measure for attrition. Note that “completion” can involve leaving questionnaire items blank. This is not a measure for how completely questionnaires were filled in. (If you need a measure for this, use the word “completeness rate”.)	95% completeness rate: A total of 191 allied health professionals responded to the Qualtrics survey, but 9 responses were removed due to missing data. In total, 182 responses were included in the final analysis (page 6).
Preventing multiple entries from the same individual			

	Cookies used	Indicate whether cookies were used to assign a unique user identifier to each client computer. If so, mention the page on which the cookie was set and read, and how long the cookie was valid. Were duplicate entries avoided by preventing users access to the survey twice; or were duplicate database entries having the same user ID eliminated before analysis? In the latter case, which entries were kept for analysis (eg, the first entry or the most recent)?	No cookies were assigned.
	IP check	Indicate whether the IP address of the client computer was used to identify potential duplicate entries from the same user. If so, mention the period of time for which no two entries from the same IP address were allowed (eg, 24 hours). Were duplicate entries avoided by preventing users with the same IP address access to the survey twice; or were duplicate database entries having the same IP address within a given period of time eliminated before analysis? If the latter, which entries were kept for analysis (eg, the first entry or	Information on IP address was collected as part of the standard data collection, and duplicate entries with same IP address were further screened against a unique response ID (page 4).

		the most recent)?	
	Log file analysis	Indicate whether other techniques to analyze the log file for identification of multiple entries were used. If so, please describe.	All entries had a unique response ID, which helped to identify multiple entries from the same user.
	Registration	In “closed” (non-open) surveys, users need to login first and it is easier to prevent duplicate entries from the same user. Describe how this was done. For example, was the survey never displayed a second time once the user had filled it in, or was the username stored together with the survey results and later eliminated? If the latter, which entries were kept for analysis (eg, the first entry or the most recent)?	N/A
Analysis			
	Handling of incomplete questionnaires	Were only completed questionnaires analyzed? Were questionnaires which terminated early (where, for example, users did not go through all questionnaire pages) also analyzed?	Only completed questionnaires were analysed.

	Questionnaires submitted with an atypical timestamp	Some investigators may measure the time people needed to fill in a questionnaire and exclude questionnaires that were submitted too soon. Specify the timeframe that was used as a cut-off point, and describe how this point was determined.	No cut-off timeframe was set.
	Statistical correction	Indicate whether any methods such as weighting of items or propensity scores have been used to adjust for the non-representative sample; if so, please describe the methods.	'Unsure' responses were scored 0 and not included in the calculation of descriptive statistics but reported separately. For the purposes of this report, high levels of skill/success were deemed to be scores greater than 7.0, moderate skills/success were scores between 4.0 and 6.99 and low levels of skill/success were below 4 (page 5).