



Data Use & Publications Policy

Publications refer to the following: abstracts, manuscripts, posters, and/or presentations.

Use of Individual Site Data:

- Each participating hospital may use their own data for internal purposes or for publication acknowledging that the data was obtained via participation in HMS.
- If a participating hospital uses their own HMS data for publication and wishes to utilize the HMS logo, then a Data Request Form must be submitted (see below) and the HMS Coordinating Center will need to provide approval.
- Participating hospitals must agree to uphold the collaborative nature of HMS and refrain from using HMS data to compare itself to other consortium members in any public manner including presentations, publications, publicity, and/or advertising.
- If a participating hospital requests the assistance of a Coordinating Center Statistician, then a Data Request Form must be submitted (see below).

Request for Use of Consortium-Wide Data:

- Individuals wishing to use HMS collaborative-wide data must complete a [HMS Data Request Form](#)
 - Once the data request has been submitted, the HMS Coordinating Center staff will add the request to the agenda for an upcoming HMS Data, Design, & Publications (DDP) meeting. Approval by the DDP will be made by majority vote. Please note if no formal DDP meeting is conducted, publication approval may be obtained via email correspondence with the members of the DDP.
 - At the time of the DDP meeting, the requester should be present to field questions related to the data request or publication. Additionally, the members of the DDP will be given an opportunity to participate in the publication and should notify the HMS Program Manager of desired participation. The Coordinating Center will then notify the primary requester/author.
 - Upon completion of the DDP meeting, the HMS Coordinating Center staff will notify the requester of the DDP decision.
 - Please allow 2 - 3 weeks for the Coordinating Center to process your request, as the time necessary to complete each request varies on complexity of request and the number of requests in the queue at any given time. Note: All data requests in the two weeks prior to a Collaborative Meeting will be delayed and completed as time allows.
 - Approved data releases will be sent via MiShare to the requestor in an encrypted, and/or password-protected format. Appropriate data dictionaries will accompany the data file to insure proper interpretation of the data.
 - Individuals from any HMS participating hospital can submit a concept to the DDP for approval.
 - If a person who is not a member of an HMS team is interested in making use of HMS data, they must partner with an HMS member and the submission to the DDP must be made by the HMS member.
 - Any publications based on collaborative-wide data must involve an HMS Coordinating Center statistician.

Prior to Submission for Publication

- Any drafts and subsequent final version must be reviewed and approved by the following:
 - All Publications: Dr. Scott Flanders & Elizabeth McLaughlin
 - PICC/Midline Publications: Dr. Vineet Chopra
 - Antimicrobial Publications: Dr. Tejal Gandhi
- The above individuals must be given at least 2 weeks to review the publication and provide feedback.
- If you are requesting data for a publication that is attached to a submission deadline, we recommend submitting your concept within 3 months of your deadline (*urgent requests will be reviewed on a case by case basis*).

**This policy does not apply to press releases and interviews. All requests for press releases and interviews regarding HMS will be handled by the HMS Coordinating Center.