

APPENDICES

Appendix A

Glossary of Terms

The following terms are commonly used by quitlines and researchers. The definitions provided are general descriptions. There are additional references cited within some definitions to provide further explanation if needed.

Term	Definition
Adverse event	an adverse change in health or a side effect in an individual taking place in a research trial. What constitutes the event is defined in the IRB application and Consent Form. It is usually classified as serious or minor; expected or unexpected; and study-related, possibly study-related, or not study-related.
Call volume	total number of calls to a quitline in a pre-defined period of time. Often can be measured by day, week, month, and year.
Collaborating institution(s)	organizations that are working and communicating together, formally or informally, towards an agreed-upon goal or project
Collaboration	working together to achieve a common goal. Most important aspect of a successful collaboration is communication. Shared passion for the project, careful planning and delegation, honesty, and respect are also keys to successful collaborations.
Consensus	group decision-making process that seeks agreement from most parties or individuals involved.
Coordinating center	the organization responsible for overall coordination of the project, including management duties, such as securing funding, additional site selection, and oversight of all performance sites. May or may not have contact with research subjects.
Ethnic diversity	“the marked differences between people of many ethnic groups, as well as slight variations in behavior of persons in the same ethnic group, that coexist within the greater culture.” (from www.racereactions.ws)
HIPAA	Health Insurance Portability and Accountability Act of 1996. This act consists of two parts the <u>Privacy Rule</u> and <u>Security Rule</u> . The Privacy Rule establishes the standards for the protection of certain individually identifiable health

	<p>information. The Security Rules provides a national set of security standards for protecting the health information that is held or transferred in electronic form. For more detailed information, click here: http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html.</p>
IRB	<p>Institutional Review Board. A formal committee that reviews, approves, and monitors behavioral and biomedical research that involves humans as the research subjects. The IRB has the task of overseeing the protection of the rights and welfare of the research subjects especially when vulnerable populations are included. There are multiple types of an IRB review process of research with human subjects, including Full, Expedited, and Exempt (View Appendix B).</p> <p>Tribal Resolutions may be similar to the IRB process with American Indian tribes.</p>
Multi-site study	<p>involves more than one site or institution engaged in the project or research. American Indian tribes could also be involved as a partner site.</p>
PHI	<p>Protected Health Information. An individual’s identifiable health information. Addressed in the HIPAA Privacy Rule. http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/privacysummary.pdf.</p>
PI or PD	<p>Principal Investigator or Program/Project Director.</p>
Priority populations/ underserved populations	<p>populations most highly impacted by a specific health issues. Can be defined by demographic characteristics, ethnicity or race, geography, or specific location.</p>
Quitline	<p>telephone-based tobacco cessation services that help tobacco users quit. Services offered by quitlines include coaching and counseling, referrals, mailed materials, training to healthcare providers, Web-based services and, in some instances, free medications such as nicotine replacement therapy (NRT).</p>
Quit rate	<p>percentage of those receiving treatment who are successfully quit at 7-months post enrollment for at least the past 30 days (30-point prevalence abstinence). The standard NAQC definition includes a specific population for the numerator and denominator in the calculation. Additional information can be found in NAQC’s issue paper titled <i>Measuring Quit Rates</i>, located here: http://www.naquitline.org/resource/resmgr/docs/naqc_issue</p>

Reach	<p>paper_measuringqui.pdf.</p> <p>a measure of the proportion of a target population that is served by an intervention or program. There are many ways to measure reach. Quitline treatment reach is defined as the proportion of the quitline’s target population who receive an evidence-based treatment (counseling or medications) from a quitline. Additional information can be found in NAQC’s issue paper titled <i>Measuring Reach of Quitline Programs</i> located here: http://www.naquitline.org/resource/resmgr/docs/naqc_issue_paper_measuringrea.pdf.</p>
Research or performance site	site whose staff, facilities or private records of identifiable individuals are engaged in the conduct of research.
Study population	the group of individuals who are selected for the research project based on similar characteristics such as age, race, ethnicity, gender, or tobacco use status.