

Additional File 1 –Checklist for Reporting Results of Internet E-Surveys (CHERRIES)

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CHERRIES Checklist EMR Usability Study Australia			
Item Category	Checklist item	Explanation	Actions
Design	Describe survey design	Describe target population, sample frame. Is the sample a convenience sample? (In “open” surveys this is most likely.)	Purposive sample Obtained from invitations sent to professional bodies and social media platform.
IRB (Institutional Review Board) approval and informed consent process	IRB approval	Mention whether the study has been approved by an IRB	University of Tasmania Human Research Ethics Committ (Project id : 28113)
	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	Survey detailed, time to complete study, investigator details, included participant information sheet and consent form. Purpose of study outlined. Participant information advised data storage protocols.

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		investigator was, and the purpose of the study?	
	Data protection	If any personal information was collected or stored, describe what mechanisms were used to protect unauthorized access.	Responses anonymized. Data access limited to research team and documents stored behind University firewall.
Development and pretesting	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.	Validated survey used. Initial testing by convenience sample.
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).	Open survey distributed in newsletters and circulars of professional bodies. Survey invitation circulated on Social media channels
	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	Professional bodies used various print and electronic communication circulars to distribute the electronic link and invitation to the survey - Social media post by investigators using personal or professional social media channels.

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		chooses to participate. Ideally the survey announcement should be published as an appendix.	
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?	LimeSurvey was used. As the web-based survey tool. Respondents input directly to platform from survey link. Unique identifiers assigned to survey responses as a means of anonymization. Chief Investigator only team member with access to responses.
	Context	Describe the Web site (for mailing list/newsgroup) in which 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 an anti-immunization Web site will have different results from a Web survey conducted on a government Web site	36 professional bodies representing clinicians in Australia invited by email to circulate survey to their constituents. Chosen as the most representative bodies for disciplines. The Australian Institute of Digital Health circulated to their members.
	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?	Survey was voluntary
	Incentives	Were any incentives offered (eg, monetary,	No Incentives offered.

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		prizes, or non-monetary incentives such as an offer to provide the survey results)?	
	Timeframe	In what timeframe were the data collected?	May – Oct 2023 Long time period due to workforce shortages.
	Randomization of items or questionnaires	To prevent biases items can be randomized or alternated	No as questions progressed in a logical fashion
	Adaptive questioning	Use adaptive questioning (certain items, or only conditionally displayed based on	No branching logic used
	Number of items	What was the number of questionnaire items per page? The number of items is an important factor for the completion rate	Determined by the device respondent accessed the survey from and depended on Laptop, Computer or Mobile screen.
	Number of screens/pages	Over how many pages was the questionnaire distributed? The number of items is an important factor for the completion rate.	Questions presented by group. Progress bar turned on.
	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-	Seven mandatory questions relating to demographics. No other completeness checks or consistency checks included. Only valid options could be chosen using a button. All items included a non-response item but was not enforced.

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		response option such as “not 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).	Yes - backward navigation was enabled in LimeSurvey
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.	Survey was not listed publicly
	View rate (Ratio unique site visitors/unique survey visitors)	Requires counting unique site visitors divided by the number of unique visitors to the first page of the survey. It is not unusual to have view rates of less than 0.1 % if the survey is voluntary.	Not applicable. Invitation only
	Participation rate (Ratio unique survey page visitors/agreed to participate)	Count the unique number of visitors who visit the first page of the survey (or the informed consents page, if present) divided by the number of people who filled in the first survey	Opened rate First page rate Completion

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		page (or agreed to participate). 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 agreeing to participate (or submitting the first survey page) is divided by the number of people submitting the last questionnaire 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”.)	Attrition rate = 20% Consented – 668 Submitted final page - 534
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	Yes – IP address protection

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		latter case, which entries were kept for analysis (eg, the first entry or the most recent)?	
	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 the most recent)?	LimeSurvey prevented duplicate entries.
	Log file analysis	Indicate whether other techniques to analyze the log file for identification of multiple entries were used. If so, please describe	No additional checks
	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,	No registration required

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		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)?	
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?	Yes, only submitted surveys included in analysis.
	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.	Not examined
	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	No weightings or adjustment applied.