**Understanding COPD (UCOPD) Questionnaire**

**Frequently asked questions**

* **Can I use the UCOPD questionnaire in my research study?**

Answer: Yes, you can use the UCOPD questionnaire in your study provided you do not alter the structure or content of the questionnaire.

* **Do I need to pay to use the UCOPD questionnaire?**

Answer: No, the UCOPD questionnaire is free and you can download it from this website (<https://www.ulster.ac.uk/research/institutes/nursing-and-health/centres/health-and-rehabilitation-technologies/about/understanding-copd-questionnaire/> )and make additional copies as needed. The horizontal line of the visual numeric scale should be 10cm in length. When you print or photocopy the UCOPD questionnaire, please ensure that the line remains 10cm as some printers and photocopiers may alter the scaling of the questionnaire. If scaling does occur please change your printer/photocopier settings appropriately.

* **Do I need a colour printer or photocopier to make additional copies?**

Answer: No, you can print or photocopy the UCOPD questionnaire in black and white. The horizontal line of the visual numeric scale should be 10cm in length. When you print or photocopy the UCOPD questionnaire, please ensure that the line remains 10cm as some printers and photocopiers may alter the scaling of the questionnaire. If scaling does occur please change your printer/photocopier settings appropriately.

* **Do I need copyright permission?**

Answer: You do not need copyright permission to use the UCOPD questionnaire but you must not alter the structure or content of the questionnaire. Although it is not necessary, it would be helpful if you let us know that you are using the questionnaire by emailing us at b.oneill@ulster.ac.uk

* **Can the clinician read the instructions for completing the UCOPD questionnaire to the patient?**

Answer: Yes. The patient can read the instructions themselves or if appropriate the clinician can read them out to the patient.

**Who should complete the UCOPD questionnaire?**

Answer: The patient should complete the UCOPD questionnaire independently. If the patient is unable to complete/read the UCOPD questionnaire themselves, the questions can be read out for them and/or their responses recorded. The UCOPD questionnaire is designed to assess the patient’s perception so their answers should not be influenced in any way

* **Should patients see their previous response/score if they completed the UCOPD questionnaire on a previous occasion e.g. before a pulmonary rehabilitation programme?**

Answer: No, patients should complete a clean copy of the UCOPD questionnaire each time it is administered.

* **What is a clinically important effect for the UCOPD questionnaire?**

Answer: The minimally clinical important difference for the UCOPD questionnaire is not available yet, but the research team who developed the questionnaire are evaluating this further and it may be available in the future.

* **Can I add questions to the UCOPD questionnaire?**

Answer: No. In general validated questionnaires should not be modified without the authors’ permission or without reassessment of the psychometric properties. The UCOPD questionnaire was developed based on key topics which patients with COPD identified as the important topics for inclusion in pulmonary rehabilitation. However, some pulmonary rehabilitation programmes may cover additional education topics that are not assessed by the UCOPD questionnaire. Clinicians or researchers seeking further information on adding questions to the UCOPD questionnaire should contact the corresponding author (b.oneill@ulster.ac.uk).

* **Can the domains and sections of the UCOPD questionnaire be summated if there are missing responses?**

Answer: Every effort should be taken during administration of the UCOPD questionnaire to ensure that patients answer all questions. To help prevent missing data please check the questionnaire for completeness before the patient leaves after their appointment. If the collection of missing data does occur then it is better to calculate a potential score for the missing question than to leave it blank. The method for inserting data when there is a missing response is outlined in the UCOPD questionnaire manual. If the responses are missing for more than half of the questions in a domain the score for that domain should not be calculated

* **If a patient marks two scores for a questionnaire which score do I use?**

Answer: If a patient marks two scores on the visual numeric scale use the lowest score.

* **Do I require training to use the UCOPD questionnaire?**

Answer: No, you do not need training to use the UCOPD questionnaire but it is advisable to read through the user manual to familiarise yourself with the administration and scoring of the UCOPD questionnaire.

* **What is the scoring range of the UCOPD questionnaire?**

Answer: The total scores of the sections and domains of the UCOPD questionnaire ranges from 0% to 100%.

* **What do the UCOPD questionnaire scores mean?**

Answer: In the domain and total score of Section A higher scores represent greater understanding, self efficacy and use of self-management skills. In Section B higher scores represent greater satisfaction.

* **Is the UCOPD questionnaire available in other languages?**

Answer: The UCOPD questionnaire is currently available in English but it is anticipated that it will be translated into other languages soon.

* **Can the UCOPD questionnaire be completed electronically or over the telephone?**

Answer: The UCOPD questionnaire was developed and assessed for its practical and psychometric properties as a self-administered paper-based questionnaire. As a result it should not be completed electronically or over the phone.

**References:**

1. Wilson JS, O'Neill B, Reilly J, et al. Education in Pulmonary Rehabilitation:

The Patient's Perspective. Arch Phys Med Rehabil 2007;88:1704-1709.

1. O’Neill B, Cosgrove D , MacMahon J, McCrum Gardner E, Bradley J M. Assessing education in pulmonary rehabilitation: the Understanding COPD (UCOPD) Questionnaire. COPD 2012; 9(2):166-174 (doi:10.3109/15412555.2011.644601).
2. Cosgrove D, MacMahon J, Bourbeau B, Judy M Bradley\*, O’Neill B.\* Facilitating education in pulmonary rehabilitation: the Living Well with COPD programme for pulmonary rehabilitation. \*Joint senior authors [*BMC Pulm Med.*](http://www.ncbi.nlm.nih.gov/pubmed/23915179) 2013 Aug 5;13:50. doi: 10.1186/1471-2466-13-50.