

Survey Policy



Guidelines

Requests to recruit members of CNSA can be made for research purposes (e.g. survey and/or interviews). Such requests might be directed to the general CNSA membership or to a CNSA group of interest (e.g. regional groups, specialist practice network). At times, CNSA will survey and/or interview the membership for information and feedback purposes. This document outlines the process through which CNSA manages such requests.

The following should be considered when considering survey and/or interview requests:

- CNSA members should not receive unnecessary or numerous requests for survey and/or interview information
- Research that is ethical and relevant to cancer nursing should be supported where possible
- Research should be of benefit to CNSA members, whether directly or indirectly.
- CNSA should be consulted with prior to Ethics submission and named in the protocol as a target for recruitment
- All proposals will be reviewed by the CNSA Research Committee to assess ethical considerations, scientific rigour and potential burden on CNSA members
- If Ethics approval is already obtained, review of the request is administrative, and the purpose is to ensure relevancy of the survey to CNSA membership
- The determination will be passed onto the CNSA Research Committee for information and discussion

Eligibility Requirements

- Principal Investigator/applicant must be a financial member of CNSA

Process for Managing Survey and/or Interview Requests

Any requests for the use of the CNSA membership for research purposes must be made to the Chair of the CNSA Research Standing Committee in the first instance via email: admin@cnsa.org.au. The Chair reviews the requests and forwards requests to rotating members of the Research Committee for consideration and recommendation at upcoming Research Committee meetings. A record of each application and its subsequent outcome will be retained in CNSA records.

Instructions for Prospective Applicants

Applicants may seek advice and input from the CNSA Research Committee when developing their research proposal and survey. Applicants are encouraged to do so if they are novice researchers. Applicants should consult with CNSA prior to submission for Ethics approval.

The following documentation should be submitted to the Chair of the CNSA Research Committee via email: admin@cnsa.org.au for consideration by the committee: a) proposal, b) instruments including survey and/or interview tools and interview guides. The submitted documentation must clearly state intention to survey and/or interview the CNSA membership.

The Research Committee aims to review proposals with a turnaround time of 4-5 weeks.

Following CNSA Research Committee approval, the research must receive ethics approval from a Human Research Ethics Committee (HRECs). Following ethics approval, please submit all documentation to CNSA Administration via email: support@cnsa.org.au for dissemination to the membership. The Chair of the CNSA Research Committee must be notified of any variations to the proposal requested by the HREC or made following.