

AUSTRALIAN AND NEW ZEALAND SOCIETY OF NEPHROLOGY

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Protocol - Approval process for the distribution of surveys to ANZSN Members

Introduction

The distribution of surveys to ANZSN members is a way in which the Society can support its members in their education, research and policy initiatives.

The following process sets out the steps to be completed in order for any particular survey to be issued to members by the ANZSN.

Process

All requests to circulate/distribute a survey to ANZSN Members is to be submitted to the ANZSN Office at anzsn@nephrology.edu.au.

The ANZSN Office will confirm the bone fides of the requester:

- Where the request is from an individual, the ANZSN will confirm that the request is being made by a current financial Member of the Society.
- Where the request is being made by an organisation, the request is a bone fide request from that organisation. This may involve a review of requesting organization's website and by contacting that organisation directly if required.

The ANZSN will confirm that the following information is provided by the requester:

- A covering letter (or email) formally requesting that the survey be distributed and sufficient information to justify consideration and approval for distribution by the ANZSN;
- A copy of the accompanying ethics approval. No survey will be issued without a copy of the ethics approval being provided to the ANZSN;
- A copy of the survey instrument, which must have an embedded introduction setting out the purpose, contact details and a link to the ethics approval to provide Members with sufficient information to consider participating in the survey;
- Promotional material to include in the email/weekly update to accompany the survey request. The ANZSN Office is not responsible for writing the material to accompany any survey distributed to its Members.

The ANZSN Office, having secured the required information, will issue the request to the Honorary Executive for consideration and approval via:

- The next scheduled Honorary Executive Meeting, where assuming a quorum is present, majority approval of the survey will suffice; OR
- Where time is of the essence, circulate the request to the Honorary Executive out of session, where 100% approval via email of all HEM members is required to achieve approval.

In considering whether or not to approve the distribution of the survey to ANZSN members, the Honorary Executive may consider the following factors:

- Merits of the survey;
- Relevance to ANZSN members;
- Quality (questions, length) of the survey; and

- Ethics approval.

The Honorary Executive may request amendments to the survey format or content by the requester before approval for release to members.

Once the survey has been approved by the Honorary Executive, the ANZSN Office may distribute the survey to Members as follows:

- Promotion via a direct email to members via a stand-alone promotion (will be determined by the on a case by case basis, but were approved will generally be limited to one direct email ONLY in order to limit the number of emails issued to Members);
- Promotion via the Weekly Update (1 standalone placement as a key item (unless approved otherwise) then listed under the Get Involved – for as long as it remains one of the top three current items being promoted by the Society); and
- Uploading to the ANZSN Website under the Get Involved tab (time limited placement – duration of the survey period).