

Position statement: External researchers requesting support from NZNO, 2017

Introduction

NZNO receives a significant number of requests from external researchers, frequently Masters Students, wanting access to NZNO members to recruit participants for their research studies. The volume of requests has reached the point whereby NZNO jeopardises its own research programme, and larger funded projects through member survey fatigue.

Also, there are resourcing implications, including review of the research and ethics (principal researcher), checking with a college or section chair if access to their members is requested (professional services manager), and administering the email communication to members (administration and at times, website specialist administrator). An informal invoicing of \$40 per hour for administrative time has been applied to some research but where it has been deemed to be congruent with NZNO's mission, the fee has been waived.

It is timely to have a policy to ensure the integrity of NZNO's future research programme, to recoup costs, and to ensure a consistent approach to researchers.

NZNO research and member surveys

NZNO has developed a robust research programme in the five years since the first researcher was employed. It has moved NZNO toward an evidence-based approach to its work and has increased NZNO's credibility and authority. The research programme to further our members' aspirations has been extended by collaborating with external researchers in joint research projects. Examples of this are the Māori nurse smoking cessation research project, for which NZNO was reimbursed 0.1FTE salary for the 18 months of its duration, and the HRC funded nursing fatigue study in collaboration with Massey University.

Many of NZNO's colleges and sections have also initiated research projects to advance their specialty with the support of our researchers. This rich research activity has been augmented by survey monkey software and there are now numerous short member surveys conducted to inform the work of organisers and other staff.

External researchers

A number of factors have contributed to the rapid rise in requests from external researchers for access to NZNO's membership database to recruit research participants. They include:

- > growing awareness of NZNO's research capability;
- > growing awareness that NZNO's database is extensive and has potential for researchers;
- > an increasing number of nurses undertaking masters or doctoral research;

NZNO Policy:

Policy, Regulation & Legal External researchers requesting support from NZNO - 2012 External researchers requesting support from NZNO - 2017

New Zealand Nurses Organisation PO Box 2128, Wellington 6140.www.nzno.org.nz

- > the Nursing Council's decision to cease supporting access to their database; and
- > the relatively low cost for access to NZNO's database.

Risks for NZNO

INZNO implemented a policy in 2012 to control the number of times its database is used for 'requests to participate', to mitigate risks for the organisation and the integrity of our future research programme. These risks include:

- > Member survey fatigue and reluctance to participate. Many of the requests are for access to large numbers of members, in particular, primary health care nurses. Currently, NZNO has widespread commitment to participate, however there is a potential backlash from members who receive a large number of participation invitations. This would jeopardise our ability to recruit representative cohorts into NZNO research programmes and short surveys.
- > Significant resourcing in terms of staff time spent on core business and non-priority projects, as research requests are reviewed and actioned.
- > Failure to recoup costs for helping others undertake research.

Policy principles

1. NZNO's research programme, including membership research and staff short surveys conducted via survey monkey, have priority over all external research.
2. Any external research requests are considered and prioritised against the following factors:
 - > the research advances NZNO's agenda;
 - > the research involves an NZNO priority;
 - > the collaborative arrangements NZNO has with the external researchers;
 - > the research is likely to contribute significantly to nursing, nursing workforce development, nursing models of care, or information on conditions of employment in particular sectors;
 - > the research is likely to be published and have a national or international impact;
 - > NZNO is engaged in the research project through participating in an advisory group or similar;
 - > association with the research will enhance NZNO's reputation;
 - > the methodology is robust and ethics approval has been received; and
 - > there is potential to extend NZNO's research agenda through collaboration with the research team.
3. The timing of any request for information distribution and invitation to participate will not conflict with any aspects of NZNO's research programme.
4. Researchers will have to pay to use NZNO's membership database for recruitment purposes (see section below).
5. Researcher requests that are declined are offered the opportunity to write a letter to the co-editors of *Kai Tiaki Nursing New Zealand* or to the appropriate college and section newsletter, with an overview of the research, a contact for those interested in participating, an invitation to participate, and a link to a survey or information about the research. This link may also be placed on NZNO's research webpage.

Process

1. The researcher must submit a written request for assistance to NZNO's manager, nursing and professional services, Jane MacGeorge, via the e mail address below. The request must include:
 - > the participant information sheet;
 - > ethics committee approval;
 - > the membership category they are requesting access to;
 - > the proposed plan to access potential participants and any NZNO support requested;
 - > the dates for distribution of material;
 - > the principal researcher's contact details; and
 - > preferred method of payment for costs incurred.
2. The PSM shall review the request with NZNO's principal researcher - applying the principles stipulated above. Other relevant NZNO membership officers shall be consulted, if the request is for access to a college or section, Te Runanga, regional council or national student unit membership lists.
3. The PSM shall notify the researcher in writing of the decision. This will usually be within 15 working days of receipt of the completed application.
4. The PSM will consult the management team to decide the outcome, if the decision is not clear cut.
5. The decision shall be final.
6. The PSM will inform the researcher of invoicing arrangements. Payment must be received before the information is distributed to members.

Cost guideline

There will be no charge for applications that have been reviewed and declined.

For approved projects, there will be a standard \$80 charge for the application review, plus \$45 per hour for the administration time associated with the request. Reminders from the researcher to research participants will also incur a cost. Other costs, such as mailings will incur additional charges.

Indicative costs for an email with links to an external website survey, distributed to approximately 2500 members: approximately \$250.

Definition

This policy applies to external researchers. External researchers are from external research units, academics and students completing research projects as part of their course of study.

Date adopted: October 2012

Reviewed: January 2017

Review date:

Correspondence to: nurses@nzno.org.nz

Principal author: Léonie Walker

Mission statement

NZNO is committed to the representation of members and the promotion of nursing and midwifery. NZNO embraces Te Tiriti o Waitangi and works to improve the health status of all peoples of Aotearoa/ New Zealand through participation in health and social policy development.

© 2017 This material is copyright to the New Zealand Nurses Organisation.

Apart from any fair dealing for the purpose of private study, research, criticism or review, as permitted under the Copyright Act, no part of this publication may be reproduced by any process, stored in a retrieval system or transmitted in any form without the written permission of the Chief Executive of the New Zealand Nurses Organisation (NZNO), PO Box 2128, Wellington 6140.