



NEW SOUTH WALES NURSES AND MIDWIVES' ASSOCIATION
AUSTRALIAN NURSING AND MIDWIFERY FEDERATION NEW SOUTH WALES BRANCH



NSWNMA GUIDELINES FOR EXTERNAL RESEARCHER REQUESTS

Endorsed by the NSW Nurses and Midwives' Association Council on 5 December 2019

*Approved Brett Holmes
General Secretary, NSWNMA
Branch Secretary, ANMF NSW Branch*



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NSWNMA GUIDELINES FOR EXTERNAL RESEARCHER REQUESTS

1. PURPOSE

The purpose of these guidelines is to support and facilitate research activities that are in alignment with the Association's Strategic Plan, especially those driven by nurses and midwives in both clinical and non-clinical practice. Research evidence is integral to contemporary nursing and midwifery practice and the aims of optimising healthcare more broadly.

2. DEFINITIONS

For the purpose of this policy and procedure:

NSWNMA / Association – should be read as meaning the New South Wales Nurses and Midwives' Association (NSWNMA) and/or the Australian Nursing and Midwifery Federation New South Wales (ANMF NSW) Branch as appropriate.

Elected Officer – means the General Secretary and/or Assistant General Secretary of the NSWNMA; and the Branch Secretary and/or Branch Assistant Secretary of the ANMF NSW Branch.

Officer, staff and/or employee – means all Managers, Officers (however defined), and administrative staff (however defined) employed by the NSWNMA and/or the ANMF NSW Branch.

Eligible staff – includes the classifications of General Secretary, Assistant General Secretary, Managers and Officers as determined from time-to-time by the General Secretary.

Designated Professional Officer – means the Officer in the Professional Team who has the carriage of reviewing and processing research applications received by the NSWNMA.

3. SCOPE

These guidelines apply to all requests to the NSWNMA to support, promote, share or disseminate research. Requests may be made by nurses and midwives working throughout Australia's diverse health and aged care system or from individuals and organisations working beyond nursing and midwifery, but whose work is related or relevant. Depending upon the nature of the request, the topic under study, the approach of the investigation, and the objective/s and outputs of the proposed study the NSWNMA may agree to offer support to the individual or organisation submitting the request.

With the increasing numbers of requests by external researchers (nurses and midwives undertaking masters and doctoral research, academics and postgraduate students from other disciplines researching aspects of nursing and midwifery), the NSWNMA considered it advisable to develop these guidelines to provide consistency when assessing requests to support research projects.

Please note that any survey questions need to be reviewed prior to our giving approval.

In addition, if the researcher requesting support does not communicate at any point we cannot provide approval.

4. ENCOURAGE RESEARCH HEALTH OUTCOMES

The NSWNMA has a responsibility to encourage research that will enhance health outcomes and benefit the nursing and midwifery professions.

5. COST-NEUTRAL RESEARCH

The NSWNMA will consider requests for research assistance which will be cost-neutral to the NSWNMA.

6. RESEARCH TEMPLATE

Using a template provided, written requests for research assistance must be submitted to the designated Professional Officer in the Professional Team of the NSWNMA. Completed requests will then be considered.

7. RESEARCH COLLABORATION

Research that has the potential to extend NSWNMA's research agenda and capacity through collaboration with the research team to the extent of enhancing NSWNMA's reputation, will be highly regarded and promoted over other research.

8. PRIORITISATION OF RESEARCH PROJECTS

Consideration will be given to prioritising nursing and midwifery projects in the following order:

- PhD project
- Research Master projects
- Masters projects
- Ba (Hons) projects, and
- Related Multi-disciplinary projects.

9. ESSENTIAL CRITERIA USED FOR RESEARCH APPLICATIONS

The following criteria will be used to determine whether a request for research assistance will be supported:

- a. Is the project relevant and beneficial to NSWNMA members?
- b. Is the project aligned to the strategic plans, values and priorities of the NSWNMA?
- c. Is the project likely to result in benefits to nurses, midwives, the persons for whom they provide care and/or the nursing and midwifery professions?

- d. Is there evidence of research ethics approval by a relevant ethics committee (university, hospital, other institution)?
 - e. Is the proposed methodology/approach/research design appropriate?
 - f. Are the research/recruitment tools/instruments (e.g. participants information sheets, surveys, questionnaires) available for review and approval by the designated NSWNMA Professional Officer prior to the conduct of the project?
 - g. Are there risks that the proposed project may cause harm to the nursing and/or midwifery professions?
 - h. Are the investigator/s named and qualified, suitable, and able to carry out the proposed project?
 - i. Will the results of the project be shared with the NSWNMA?
 - j. Will the NSWNMA and/or research participants be acknowledged appropriately for their contributions?
 - k. Is the type/degree of support requested feasible?
 - l. If relevant, have appropriate provisions been made for participant anonymity, data storage and security?
 - m. Will the NSWNMA have direct involvement with the investigators regarding the release/publication/dissemination of findings/results?
 - n. For requests for funding, has a full budget been provided as part of the submission?
- a. When funding requests are made, following initial consideration by the designated Professional Officer, a recommendation will be provided to the Elected Officers and the NSWNMA Council for their consideration.
 - b. Those applying for research assistance will be provided with written notification as to the NSWNMA's decision regarding the request, together with any requests for clarification, further information, or additional conditions.
 - c. The designated Professional Officer must be included in any correspondence with NSWNMA members regarding the proposed research.

Acknowledgement

The NSWNMA acknowledges the assistance of Dr Micah Peters, ANMF National Policy Research Adviser, for his permission to adapt the policy: "Requests from External Organisations for Assistance with Research".

10. REVIEW AND APPROVAL

These guidelines are to be reviewed every three years or earlier where changes are required to be made to the processes undertaken. The next review date is by November 2022. Changes to these guidelines must be authorised by the General Secretary.



RESEARCH ELIGIBILITY FORM



ESSENTIAL CRITERIA

ELIGIBLE SCORE MUST BE YES = 6 TO BE CONSIDERED

	YES-ELIGIBLE	NO-INELIGIBLE
Appropriate ethics approval	<input type="checkbox"/>	<input type="checkbox"/>
Research instruments available for review and acceptable for use	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate confidentiality and privacy protection for participant	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate data security for any personal information provided by participants	<input type="checkbox"/>	<input type="checkbox"/>
Pledges to report appropriate acknowledgement of the Association's involvement	<input type="checkbox"/>	<input type="checkbox"/>
Pledges to report on results and any related publications to the Association	<input type="checkbox"/>	<input type="checkbox"/>

PRIORITISATION OF RESEARCH PROJECTS

	5	4	3	2	1	SCORE	OTHER RELEVANT COMMENTS
PhD project (5)							
Research Master project (4)							
PhD multi-disciplinary project, nursing or midwifery related but, for example, run by a psychology dept.(3)							
BA (Hons) project (3)							
Masters project, and (2)							
Other related nursing/midwifery project (1)							
PRIORITY SCORE							



RESEARCH ELIGIBILITY FORM



KEY CRITERIA USED FOR RESEARCH APPLICATIONS

	1	2	3	4	5	SCORE	OTHER RELEVANT COMMENTS
Relevant and beneficial to NSWNMA members							
Aligned to the strategic plans, values and priorities of the NSWNMA.							
Proposed methodology/ approach/ research design appropriate.							
Request for funding – full budget attached.							
Risks the project may cause harm to the nursing and/ or midwifery professions.							
Investigator/s identified and suitably qualified, to manage the proposed project.							
Type/degree of support requested from NSWNMA feasible.							
KEY CRITERIA SCORE & PERCENTAGE							

RECOMMENDATIONS FROM THE ASSESSING PROFESSIONAL OFFICER