

Survey and Interview Recruitment 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.
- Only nurse-led research is eligible for CNSA support or distribution. For the purposes of this policy, nurse-led research means that a registered nurse holds the principal or joint scientific leadership role and has substantive responsibility for study design, conduct, analysis and dissemination.
- Research should be of benefit to CNSA members, whether directly or indirectly.
- Where an applicant seeks a CNSA letter of support for an HREC application, CNSA must be consulted before ethics submission and CNSA or CNSA membership must be named in the protocol and HREC application as an intended target for recruitment and/or distribution.
- All proposals will be reviewed by the CNSA Research Standing Committee (RSC) to assess ethical considerations, scientific rigour and potential burden on CNSA members.
- Where CNSA distribution is requested, HREC approval is mandatory before dissemination to members. The post-approval review is administrative and confirms compliance with this policy, relevance to CNSA membership, consistency with the HREC-approved documents and acceptable member burden.
- The determination will be passed onto the CNSA Research Standing Committee for information and discussion.

Eligibility Requirements

- The applicant or at least one member of the research team must be a current financial member of CNSA. The application must identify the member and provide their CNSA membership number.
- The proposed project must be nurse-led research.
- The proposed project must be directly relevant to cancer nursing and reasonably expected to benefit CNSA members, either directly or indirectly.

Process for Managing Survey and/or Interview Requests

Any request to recruit CNSA members for research purposes must be made to the Chair of the CNSA Research Standing Committee in the first instance by completing the CNSA Survey and Interview Recruitment Application Form. Enquiries may be directed to admin@cnsa.org.au.

The Chair reviews the requests and forwards them to rotating members of the Research Standing Committee for consideration and recommendation at upcoming Research Standing Committee meetings. A record of each application and its subsequent outcome will be retained in CNSA records.

Survey and Interview Recruitment Policy



Instructions for Prospective Applicants

The CNSA Research Standing Committee does not provide proposal development, instrument design or substantive intellectual input unless CNSA has formally agreed to participate as a research partner or member of the research team. Applicants remain responsible for the scientific quality of the proposal and instruments. Applicants seeking a CNSA letter of support must consult CNSA before HREC submission.

For a pre-HREC letter-of-support request, the applicant must submit the completed application form and the following draft documents for consideration by the Research Standing Committee: proposal/protocol; relevant section of the draft HREC application; survey and/or interview tools and guides; participant information and consent materials; and invitation/recruitment email or text. The protocol and draft HREC application must clearly name CNSA or CNSA membership as an intended target for recruitment and/or distribution.

The Research Standing Committee aims to review complete applications with a turnaround time of 4-5 weeks, subject to the meeting schedule and receipt of all required documents.

Where the Research Standing Committee supports the proposed use of CNSA membership, CNSA may provide a letter of support for HREC submission. The letter confirms only in-principle support for CNSA to be named as a potential recruitment/distribution channel; it is not HREC approval, sponsorship, scientific endorsement or a guarantee of distribution. HREC approval must be obtained before CNSA distributes any survey and/or interview invitation. Following HREC approval, the applicant must submit the final HREC-approved proposal/protocol, HREC approval letter, survey, interview tools and guides, participant information and consent materials, and final invitation/recruitment email or text to admin@cnsa.org.au. The Chair of the Research Standing Committee must be notified of any HREC-requested or post-approval variations before distribution, together with any amended HREC approval where applicable.

CNSA email dissemination is managed through a scheduled communications calendar. Applicants must provide an indicative preferred distribution date or window as early as possible. Final dates are subject to CNSA availability and confirmation.

CNSA may distribute one initial invitation and two inclusions in the CNSA e-newsletter for each approved request, subject to HREC approval, the communications calendar and consideration of member burden.

Applicants must provide CNSA with the response rate six weeks after distribution and advise CNSA of the final response rate when recruitment closes.