



Effective Date: May 14, 2016

Signature:

Review Date: May 2019

New Policy _____

Revision: Partial **Complete** _____

Applies To: The RNANT/NU Board of Directors, Executive Director, and employees.

Purpose: To outline the process for addressing formal research requests.

Policy:

1. A formal research request submitted to the RNANT/NU must include the following information about the proposed research:
 - a. Purpose of the research and its significance to health/nursing;
 - b. Research design and methodology;
 - c. Potential research participants and selection process;
 - d. Potential risks and benefits to research participants;
 - e. Steps taken to ensure informed consent, confidentiality, and protection of participant data;
 - f. Areas of potential conflict of interest;
 - g. Proof that an Ethical Review was carried out by the supporting institution;
 - h. Proof the research attends to recommendations of the Tri-Council Policy Statement related to research with Indigenous Peoples, if applicable;
 - i. Proof of obtaining an appropriate licence from the:
 - (i) Aurora Research Institute (Northwest Territories), and/or
 - (ii) Nunavut Research Institute (Nunavut), and/or
 - (iii) Department of Health and Social Services Ethics Board or Authority Ethics Review Committee;
 - j. Written agreement for the researcher to absorb all costs related to the Association's involvement in the requested research (e.g., the RNANT/NU will not release any personal information about its members and, thus, the creation of labels and mailing of research materials must be done in/from the RNANT/NU office);



- k. Plans for the dissemination of research results; and
 - l. Written agreement that research results will be shared with the RNANT/NU.
2. All research requests will be reviewed to ensure:
- a. The study parameters appear sound;
 - b. All requirements are met for ethical and northern research approval;
 - c. The research is of interest and/or benefit to northern nurses;
 - d. The distribution requirements for data collection are not too difficult or time consuming for the Association's employees;
 - e. The researcher is willing to cover all costs related to the RNANT/NU involvement in the research; and
 - f. The researcher is committed to sharing the research results with the RNANT/NU.

Conditions and Exceptions:

This policy is applicable only to research requests involving (i) the use of membership information stored on the RNANT/NU database, (ii) publication in the RNANT/NU newsletter, or (iii) the use of RNANT/NU information or resources.

Authority and Accountability:

This policy is issued under the authority of the RNANT/NU Board of Directors and as governed by the Northwest Territories Nursing Profession Act (2003) and the Nunavut Nursing Act (1998). The Board of Directors has the authority to revise this policy as required.

The Executive Director is accountable to the Board of Directors, and ultimately to the membership, for the implementation of this policy and may delegate any related administrative tasks.

History:

This policy updates and replaces Policy 2.8, issued in 2003 and revised May 2006.