



Policy: Research assistance

1. Context

Research is essential to expanding the evidence base that underpins contemporary nursing and midwifery practice. The ANMF (Vic Branch) strongly supports registered nurses and midwives undertaking professional research to contribute to this evidence-base and assists where possible.

2. Purpose and scope

This policy details the process for seeking and gaining research assistance from the ANMF (Vic Branch). It applies to all researchers seeking assistance.

3. Key definitions

Complete request/s: A request for research assistance that addresses all the details required under 4.2.2 (below).

4. Policy details

4.1 Principles

The ANMF (Vic Branch) considers we have a responsibility to encourage and support research that aims to enhance health outcomes and benefit the nursing and midwifery professions.

We will therefore consider:

- all complete requests for research assistance that are cost-neutral to the Branch
- complete requests from members and non-members alike, with all requests subject to the same application and review process

4.2 Application process

4.2.1 All requests for research must be made in writing and directed to the ANMF (Vic Branch) Secretary.

4.2.2 Requests must detail:

- a) title and summary of the research project
- b) name and contact details of all researchers and their ANMF (Vic Branch) membership status
- c) research aims
- d) evidence that the research has been approved by the ethics committee of the university, hospital or institution, or another relevant ethics committee
- e) research methodology
- f) research timeline
- g) anticipated benefits for research participants, health outcomes and the nursing and midwifery professions
- h) intended approach to communicating and disseminating research results
- i) specific assistance requested
- j) willingness to share research findings with the ANMF (Vic Branch)

4.2.3 The ANMF (Vic Branch) is not obliged to review any incomplete requests.

4.3 *Review process*

When the ANMF (Vic Branch) receives a complete request:

- The Branch Secretary will review all aspects of the application
- After review, the Secretary will make a recommendation to Branch Council at the next available Branch Council meeting
- Branch Council will consider the Secretary's recommendation and decide what assistance is to be granted
- The Branch Secretary will notify the applicants in writing about the outcome of this process within 14 days of the Branch Council decision
- The Branch Council's decision is final - there is no review process

4.4 *ANMF (Vic Branch) requirements*

Prospective researchers, should note the following:

- Where researchers gain approval to contact our members, the ANMF (Vic Branch) will administer this process to protect members' privacy and confidentiality; for example, if researchers receive approval to send a questionnaire to members, the ANMF (Vic Branch) will send the questionnaire on behalf of the researchers. Researchers will not be given access to the database to do this themselves
- The ANMF (Vic Branch) will never give private or identifiable membership information to researchers without the specific permission of the individual member/s concerned
- The ANMF (Vic Branch) must approve all material, such as letters, questionnaires and surveys, to be sent to members
- The ANMF (Vic Branch) must have direct input and involvement in communicating and disseminating any research findings and results

5. **Related documents and references**

ANMF (Vic Branch) [Privacy policy](#)