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**SASKATCHEWAN REGISTERED NURSES ASSOCIATION  
ADMINISTRATIVE STANDARDS**

**POLICY NAME:** INFORMATION MANAGEMENT    **NUMBER:** AS-4.3  
External Research or Developmental Initiatives

**POLICY TYPE:** Administrative Standards

**DATE OF ORIGIN:** Apr/04

**DATE REVISED:** July/11

**APPROVED:**



**REVIEW DATE:** Nov/12

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SRNA recognizes its ability to contribute to advances in public health and nursing knowledge, in the public interest, through the facilitation of research and development initiatives. Activities in this regard must be in a manner that protects the confidentiality of members, and is consistent with legislation, practice standards and Council policy.

Application will be reviewed initially by the Coordinator, Network Support or designate to ensure that the appropriate stage for SRNA involvement has been reached (i.e. Proposal is fully developed and Ethical Approval has been obtained). Initial review of received requests researchers will include an alert to Canadian Institute for Health Information (CIHI) services as appropriate. If the application is deemed complete, it will be added to the agenda for the research committee to review. If a time sensitive request is received an early meeting may be struck by the committee chair.

1. In order to advance the knowledge-based discipline of nursing. SRNA will:
  - 1.1. Facilitate contact between approved researchers and/or providers of developmental opportunities with SRNA members by facilitating mail outs/or notifying members via email.
    - 1.1.1. SRNA members who have declined involvement in research activities through their annual licensure form will be excluded from facilitated research samples drawn that year.
    - 1.1.2. To ensure appropriate sample structure, researchers will be informed of SRNA members' right to exclude themselves from research contact.
  - 1.2. Extract data that is not traceable to specific individuals or institutions from the SRNA member database and provide it to approved researchers.

- 1.3. Not provide identifiable member information that was provided for registration purposes to external parties seeking to conduct research, solicit sales or publicize developmental opportunities.
2. Approved research or developmental initiatives must:
  - 2.1 Extend the body of nursing knowledge
    - 2.1.1 All sales promotion requests will be denied
  - 2.2 Have relevance to the profession of nursing
  - 2.3 Lie within the current capabilities of SRNA information systems
  - 2.4 Not make undue demands on SRNA human resources
3. The research review committee will communicate approval or refusal of project requests in a timely manner.
4. Any research requests shall:
  - 4.1. If processed entirely by SRNA employees, be subject to the research fee structure.
  - 4.2. If processed by a combination of SRNA employees and an external mail preparation service, be subject to a flat fee of \$700 payable to SRNA plus all distributor costs. Distributor costs may be invoiced directly to the initiator by the distributor.
5. Approved research requests will be subject to the following fees:
  - 5.1. Internal consultation and programming: \$200.00 per hour (Min. \$400) (for sample definition and extraction)
  - 5.2. External programming for sophisticated sampling: at cost
  - 5.3. Clerical time for labeling and mailing/emailing: \$50.00 per hour
  - 5.4. Labels: \$ 0.05 each
  - 5.5. Adhesive postage strips for large envelopes: \$ 0.15 each
  - 5.6. Explanatory letter on SRNA letterhead: \$ 0.10 each
  - 5.7. Postage and delivery to post office: at cost
6. A monthly late charge of 18% per annum will be applied to unpaid balance after 30 days.