

ANZSPM Survey Promotion

Approval Date: 14 April 2016
Last Updated: 31 October 2019

Policy

In line with ANZSPM's strategic initiatives to promote research and to support its members, ANZSPM supports the distribution of surveys which are relevant to palliative medicine.

Application

Requests to distribute surveys should be made on the designated ANZSPM Survey Request Form and be accompanied by any associated documentation as outlined on that form.

Applicant Agreement

Applicant agrees to:

1. Acknowledge ANZSPM's cooperation in distributing the survey.
2. Provide synopsis of results of the survey for publication on ANZSPM website/publications (where possible, subject to any copyright limitations).
3. Recognise that ANZSPM is under no obligation to distribute surveys received.

Costs

Member requests are free of charge.

Non-Member requests will attract a fee for distribution as set from time to time by ANZSPM Council (currently \$165 including GST).

Method of Distribution, Approval Level and Timeframe Limitations

Method of distribution	Approval Level	Approval Process	Timeframe Limitations
Direct email to members	<ol style="list-style-type: none"> 1. Council approval as required for <i>Out of Session</i> decision (currently 6 votes) 2. Evidence of appropriate ethics approval (where applicable) 	ANZSPM Council members vote yes or no , and if no , optionally provide brief sentence only, re decision.	<ol style="list-style-type: none"> 1. Not more than 2 per month 2. 1 reminder only sent unless extenuating circumstances (e.g. technical problem)
Online Notice Board or similar	At discretion of ANZSPM CEO (liaising with President where necessary)		At discretion of ANZSPM CEO
ANZSPM Publication (e.g. Member email or ANZSPM Newsletter)	At discretion of ANZSPM CEO (liaising with President where necessary)		At discretion of editor in consultation with ANZSPM CEO

ANZSPM Survey Request Form

Please complete this form and return with appropriate documentation as detailed below to info@anzspm.org.au

Applicant agreement

By completing this form and submitting to ANZSPM I agree to:

1. Acknowledge ANZSPM's cooperation in distributing the survey.
2. Provide a synopsis of results of the survey for possible publication on ANZSPM website/publications (where possible, subject to any copyright limitations).
3. Recognise that ANZSPM is under no obligation to distribute surveys received.

Survey Title	
Date of Request:	
Name:	
Contact email:	
Contact phone:	
Financial Member (Y/N)	

*Please Select **Option 1** or **Option 2** and then follow instructions below for providing the information required.*

I would like to have my survey distributed via: **Option 1** **Option 2**

Option 1:

Publish on ANZSPM members' Notice Board (this may also include ANZSPM Member alert or Newsletter if timing is applicable and resources permit)

Please provide the following information

Relevant background information to survey
(to assist assessment for publication)

Brief paragraph inviting participants
(for publication)

Survey link

Option 2:

Publish by Direct email to ANZSPM members (this is inclusive of Option 1)

Please provide the following information

Relevant background information to survey
(to assist ANZSPM assessment for publication)

Brief paragraph inviting participants
(for publication)

Survey link

Document containing survey questions
(to assist assessment for publication without need to actually take the survey)

Is Ethics approval applicable Y/N

*If yes please provide, Ethics approval
reference # or note if approval is
pending.*

Copy of Ethics approval if applicable/when available

Please select one of the following

Distribute to All Members

Distribute to Australian members only

Distribute to New Zealand members only

Estimated time to complete the survey (min)

No. of questions in survey

Has the survey been piloted for readability and length Y/N

Please provide any additional comments/requests in relation to this request here: