



## INP/APNN Research Request Guidelines

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### **Preamble**

Requests made to access ICN INP/APN Network Members should be handled with a standardized process that enables the CSG to readily assess the appropriateness of the request and make a recommendation to ICN regarding whether or not to approve the researcher's request.

Types of research to be considered with relation to the Network are requests by researchers who:

- wish exclusively to access a convenience sample of network members to participate in research (.e.g., attendees at network conference or all members of the network)
- are seeking endorsement of their work by ICN and the ICN INP/APN Network
- are part of the Network Core steering group or subgroups on behalf of the network.

Subjects for the research may be network members or may be from other groups e.g. National Nurses Associations or organisations that regulate advanced practice nursing.

It is recommended that applicants wishing to carry out research related to advanced practice nursing, seeking the assistance of and/or collaboration with ICN and the Network core steering group be provided with a form (a 'fillable' PDF) on their initial approach. The completed form and the mandatory documents attached should provide ICN and the CSG with a clear understanding of the scope and nature of the research, the likely research burden on the members, and any other ethical, methodological or publication concerns.

### **Format of the Research Application Form to be completed**

1. Title of the Research Proposal
2. Chief Researcher – qualifications, position and institutional affiliations
3. Co-Researchers –qualifications, position and institutional affiliations
4. A question about the reason for the Research – e.g.:
  - What is the purpose of the study?
  - Is this Research part of a larger study (with details)
  - Is the research leading to the award of a degree (i.e. student research) or a component of work for the award of a degree  
and if Yes – Request brief details and the names of Supervisors etc.
5. A brief description of the proposal - its aims, objectives, methods and expected outcomes
6. Who are the INPs/APN to be recruited as participants?

It is important that it be clear if the participants are being recruited for the purpose of describing advanced nursing practice (e.g. education, regulation, roles and functions of



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advanced practice nurses) or if the request is related to reaching specific clinicians (e.g. NPs associated with a specific patient group or population that could involve access to clinical information on patients). In the second case (i.e. involving access to clinical information), this type of research could not be facilitated by ICN and the network.

7. What will be expected of the participants e.g. to complete a Survey, participate in a Focus Group, Participate in an Interview.
  - How many participants will be recruited?
  - How will the participants be recruited?
  - Who are the participants – are there other cohorts outside of the ICN recruited as participants?
  - What is the inclusion/ exclusion criteria
  - How much time do you anticipate the Survey, Focus Group, Interview will take?
  - How will the participant's privacy be safeguarded (for each methodology)?
  - A statement that participation is voluntary and participants may withdraw at any time.
  - How will the participants and the ICN INP/APNN be notified of the findings?
8. Does this research have Institutional/ Organizational Ethics Approval?
  - Applicants should provide a copy of the relevant Ethics Approval document/s
  - (The CSG may grant Ethics Approval for a new external site in a Study on the basis of the Ethics Committee of the new site reviewing the original Ethics Application documents and institutional Ethics Approval)
  - Are there cohort specific Explanatory Statements (e.g. for Survey, Focus Group and Interviews which set out what is required of the participants; what will happen to their data/ voice files, transcripts etc.; who will secure the data and where will it be secured; and how will their identity be protected in any analysis, reports and publications?
9. Is there a Consent Form for Focus Groups and Interviews?
10. A request for the research applicant to attach a copy of the
  - Institutional Ethics Approval,
  - Survey document/ Focus Group Questions and Interview Question (with written prompts for seeking additional information from participants)
  - Cohort Specific Explanatory Statements
  - Who participants may contact if they are unhappy about the research or have concerns about the contact of the research
11. The Application Form should be signed by all of the Researchers and forwarded to the Core Steering Group with the required attachments for consideration.
12. The Research CSG reviews the information and makes a recommendation to ICN indicating whether or not the review has found the research to be methodologically



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sound and adds to the understanding of advanced nursing practice, and whether or not the CSG recommends approval to the research request.

13. ICN then in collaboration with the Core Steering Group, provides written permission for the study to commence. This permission, which includes a statement that the research, may be undertaken according to the application and that any changes to the approved research process of surveys/ focus groups must be submitted to ICN and the CSG for approval prior to implementation.

### **Other Considerations/ Criteria for Assessing Applications:**

1. Does this research place an unreasonable burden upon the Sub-Group members?
2. Is the proposal in the 'best interests' of the global community (perhaps does it fit with the goals and objectives of the SGs and add to a body of knowledge that is appropriate for ICN and the Sub-Group's mandate)?
3. Are there other studies already completed in this area (e.g. the Pulcini et al study) that the researchers may not be aware of?
4. If the request is to access Network members, how will this access be provided – e.g., notice in network newsletter, a post with a link on Network website or an email to all network members. The final type of access needs to be limited due to the possibility of over burden to Network members. A notice can be sent to network members on behalf of the researcher but in no circumstances, due to privacy requirements, can ICN provide the researcher with network members contact information.
5. How will ICN –INP/ACNN be acknowledged in the findings and publications?
6. How will ICN- INP/ACNN be notified of the results and publications?
7. Is there a role for ICN – to pre-approve publications?
8. What is the position of the CSG in relation to student research e.g. PhD, DNP, Masters etc?

*Notes prepared by Beverley Bird – Research SG Co-Chair  
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