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## **SCPT Guidelines on Use of Data Base for non-SCPT purposes**

The Saskatchewan College of Physical Therapists (SCPT) maintains an annual database of information for all SCPT registered Physical Therapists in Saskatchewan. The data includes SCPT members' contact information and personal and employment demographics. This is a valuable resource for researchers and other parties interested in surveys or health human resources research purposes.

While the primary purpose of the SCPT is protection of the public, there is value in improving practice quality through the facilitation of research and professional development initiatives. As such, SCPT will support requests for use of its database when appropriate.

This policy will guide the SCPT Executive Director in evaluating whether research or other project requests should be granted access to information about the SCPT distribution network. It will also guide decision making for projects requesting aggregate or de-identified data which is not traceable to specific individuals or institutions.

Most importantly this policy will help to protect the privacy of member information, while considering the potential benefit to the public.

### **CRITERIA FOR APPROVAL OF RESEARCH OR SURVEYS**

1. The project must have potential to advance knowledge, or develop positive changes related to physical therapy and/or public health and wellbeing.
2. If the Executive Director is in doubt then the request will be reviewed by the Executive Council.
3. Key study parameters are identified including:
  - a. Purpose and significance/relevance
  - b. Design and methods
  - c. Potential risks and benefits
  - d. Participant recruitment methods

- e. Steps to ensure confidentiality and participation choice (if feasible to do so)
  - f. Declaration of any potential conflicts of interest by the researcher(s)
  - g. A brief description of the researcher(s) to demonstrate appropriate background to carry out the project.
4. Ethical requirements have been met, if required\*:
- a. Ethical approval has been acquired by the appropriate institution (i.e. Health region and/or University)
  - b. Ethical approval included in the application

\*Projects defined as evaluation and not research are not required to obtain ethics approval. A researcher may be asked to provide evidence that ethics approval is not required.

- 5. Researcher is willing to cover SCPT costs associated with request.
- 6. Project will not make undue demands on SCPT human resources.
- 7. On completion of the project, researcher is willing to provide a lay summary of the project / research findings and copies or links to any open access material related to the project (e.g. abstracts, slides posted online through conference websites). Any posting of articles or links to material would need to be guided by the copyright regulations for each publication.
- 8. In addition to #6, SCPT may request a means of knowledge sharing with Council and/or members (e.g. oral presentation at AGM), especially projects that are deemed to be of particular importance to the profession.

## **PROCEDURES**

- 1. Applications will be submitted to and reviewed by the Executive Director. (See application requirements)
- 2. The Executive Director will assess the requests, using the criteria noted above, while determining the appropriate number of projects to be undertaken given staff resources. Requests will be tracked in a manner that best suits administrative practices.
- 3. If a request is approved and includes contact with members (e.g. link to surveys, mail outs), SCPT will be responsible for administration of this work. No contact

information of SCPT members will be provided.

4. In correspondence related to request for participation, it will be clearly defined that participation is voluntary in nature and SCPT members may decline involvement in research activities, by not opening the e-mail notification identified as "Research Participants Needed".
5. The processes, including right for SCPT members to participate, will be provided to researchers as part of the application process.
6. SCPT will not release data that is traceable to specific individuals or institutions.
7. SCPT will never allow direct access to identifiable member information that was provided for registration purposes to external companies seeking to solicit sales or publicize developmental opportunities.
8. SCPT will never provide the email list or mailing labels directly to the researcher.
9. If approved, the researcher(s) or applicant will be assessed a fee\* according to the following schedule:
  - a. E-blast (e.g. containing call for research participants, or a survey link). This fee covers the review of the initiative as well as two e-blasts:
    - i. For SCPT members = \$100
    - ii. Non-SCPT members = \$200
    - iii. If an email to a sub segment of the SCPT data base is requested, an additional \$50 will be charged for time to select recipients
  - b. For direct mail outs the researcher/applicant will be assessed:
    - i. Costs of supplies and postage (e.g. paper, envelopes) as well as staff time at a rate of \$50/hr. (This work must be reasonably done within regular staff hours.)
    - ii. Researchers may choose to provide envelopes, postage and paper and only the cost of staff time will be charged. Mailing labels will not be provided directly to the researcher.
    - iii. Data extraction work will be assessed on a case-by-case basis with a quote provided based on a rate of \$50 per hr.
  - c. Should additional services be required, the Executive Director will assess

the request on a case-by-case basis to determine if applicable fees will be charged (e.g. changes to the database (*Alinity*) program).

\* NOTE: The fee schedule reflects Administrative hourly rate and office infrastructure. It is not meant to be an income generating activity for SCPT.

## **APPLICATION REQUIREMENTS**

1. Research and/or development initiative requests must be submitted to the Executive Director of SCPT and must include:
  - a. The name and contact information of the person(s) requesting the data.
  - b. The purpose/benefit of the project and, for research projects: a brief statement of the research question and methods
  - c. For research projects requiring member contact, the procedures to be followed; including length of time for any interviews, questionnaires, and other data gathering activities.
  - d. The level and list of any data being requested.
  - e. A basic description of data analysis.
  - f. The means by which the researcher will ensure the security of any data.
  - g. A description of how and when any data will be disposed.
  - h. The names and titles of all individuals who will have access to any data.
  - i. Sources of funding for a research request and proposed analysis.
  - j. The definition of the SCPT member population requested.
  - k. The project time frame, including any follow-up mailings.
  - l. Knowledge translation plans e.g. publications, presentations
2. A researcher requesting facilitation of member contact must agree to inclusion of a letter / message from SCPT to its members stating that:
  - a. Member names and addresses have not been released to the researcher.
  - b. Participation in the project is voluntary and that they may choose to withdraw at any time.
3. The approved researcher requesting contact with members must provide SCPT with:

- a. A signed letter of agreement defining the project and the fee structure.
  - b. A copy of the questions being mailed, e-mailed or utilized via survey tool.
  - c. Prepared recipient packages, including pre-stamped return mail envelopes if they are being used.
  - d. A copy of covering letter to members which must include:
    - i. A description of the project
    - ii. Assurance of participant anonymity and privacy
    - iii. A statement that participation is voluntary
    - iv. Instructions about how to learn of project results
  - e. A signed non-disclosure agreement including assurance that:
    - i. The researcher(s) will use the data only for the stated purpose.
    - ii. No attempt will be made to link or otherwise identify a data subject other than as divulged.
    - iii. To include only aggregate or de-identified data in publications or reports.
    - iv. To restrict access to the named individuals, maintain the data's electronic and/or physical security, and dispose of the data as specified.
    - v. To acknowledge SCPT and/or SCPT members as their data source in any publication, presentation or report.
4. Researchers who violate conditions for disclosure, or who misrepresent the nature of the data supplied to them, will be subject to sanctions, which may include:
- a. A written complaint to the sponsoring organization
  - b. Refusal of future access to data or facilitation of member contact
  - c. Legal action