

# Management of Survey Requests

## From College Members and External Third Parties Policy and Procedures

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### Purpose and scope

The purpose of this policy is to manage requests from College bodies (including committees), members (including for the purposes of this policy, trainees) and external third parties for the College to facilitate the distribution of surveys. It requires that all surveys intended for distribution to any members of the College, other than those distributed from the RANZCOG Board and Council, must be reviewed and approved by the Continuing Professional Development (CPD) Committee of the College.

This policy is intended to:

- enable the College to collect information considered necessary to its functions;
- assist College members and external third parties seeking to collect information for purposes considered legitimate and valuable by the College to do so;
- prevent 'survey fatigue' through a co-ordinated approach to surveying of College members; and
- maintain standards of practice.

This policy applies to all College members (including trainees), staff and external third parties, including those with which the College has a formally constituted



have the survey approved by the CPD Committee, which will consider each request and whether or not the survey in question should be distributed. Relative to surveys originating from third parties (including College members), surveys



## 6. Cost

[Refer to the Request to Survey our Membership web page for current fees.](#)

A fee will be charged for initial distribution of the survey. This fee includes one follow-up reminder e-mail. If further follow-up is undertaken (if approved by the Chair of the CPD Committee) a further fee will be charged.

Payment must be received before a survey is distributed, or additional follow-up undertaken.

## 7. Categories for distribution

Surveys can be sent to a range of College members, including, but not limited to the following groups:

- Active Fellows
- Fellows within a certain age group
- All Fellows, including Active and Retired
- Members (those who have obtained their Membership qualification)
- Trainees undertaking College training program(s)
- Associate (Procedural and Advanced Procedural) Members
- Associate Members (including those based in the Pacific Islands)
- Educational Affiliates

Groups may be sorted by region, country, postcode or Remoteness Area grouping, as well as by clinical practice profile; e.g.

- Obstetricians\*
- Gynaecologists\*
- Subspecialty groups

\*Information for each of these groups is taken from the Members Practice Profiles data, for which all Fellows and Associate (Procedural and Advanced Procedural) members maintain their individual listing. Ensuring information is up-to-date is the responsibility of each member.

## 8. Confidentiality and Intellectual property

Personally identifiable information should be collected only as required in relation to the expressly stated purpose of the research or project.

The use of prizes or other incentives to encourage participation typically requires the collection of personal information from participants (i.e., name, address, etc.). If participants have been promised anonymity, collection of this information may appear to be a violation of the promise. Therefore, participants will need to be advised that their responses will be confidential, but not anonymous.

The intellectual property of the survey facilitated on behalf of third parties defined in this Policy will vest in the third party. **RANZCOG's** cooperation must be acknowledged in any publication. RANZCOG may require joint ownership of intellectual property developed by RANZCOG and third party as per [RANZCOG Intellectual Property Policy and Procedure](#).

## 9. Notification of the results of the survey to the College

A final report of the findings from each survey must be provided to the College prior to their publication or release.



## 10. Related RANZCOG documents

[RANZCOG privacy policy and procedure](#)

[RANZCOG Intellectual Property Policy and Procedure](#)

Version	Date of Version	Pages revised / Brief Explanation of Revision
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