



## POLICY STATEMENT: MEMBER SURVEYS

Surveys of APNA membership can serve as an important tool to offer leadership insight into members' views and/or preferences that can impact APNA and/or psychiatric-mental health nursing. Decisions to deploy membership surveys must consider the potential yield of valid information versus the potential risks associated with deploying too many surveys. Accordingly, the APNA Board of Directors has developed these guidelines for conducting surveys of its membership.

Surveys are categorized as internal or external.

Internal surveys are those developed by APNA via the board, chapters, councils, committees, or staff.

External surveys are those developed by third parties not part of the APNA structure or by individual members seeking to conduct research for their own purposes. External surveys are governed by the "APNA Research Participation Policy" (see attached).

Internal surveys are further categorized as Total, Partial or Comprehensive surveys.

Total Surveys refer to those that use the entire active membership or database as the target population for survey response. A random sample of the active membership or database is, for the purpose of these guidelines, considered a Total Survey.

Partial Surveys refer to those that use a segment of the membership. A segment of the membership, for the purpose of these guidelines, is defined as one of the following:

### Segments of membership

- Individual APNA state chapter membership
- Individual council steering committee and/or advisory panel membership

*Surveying more than one segment is considered a Total Survey.*

Comprehensive Surveys are a form of a Total Survey and are conducted under the authority of the Board of Directors. The Comprehensive Survey is conducted approximately every 3-5 years. Councils and chapters can submit proposals to include survey questions from their area of focus. The final survey content is determined by the board.

Process to approve and conduct Total Surveys:

Request for Total Surveys must be submitted to the Board of Directors 30 days prior to one of its face to face board meetings that are scheduled in the months of February, June



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and October. Requests are submitted using the APNA briefing paper format (see attached).

If approved:

- The board will set the charge and scope of the survey.
- The board will assign a principle investigator (PI) for the survey (as appropriate).
- The executive director will assign staff to assist the PI to develop the survey questions.
- APNA staff will assist the PI in securing IRB approval (if appropriate) via an agency selected by APNA.
- Data collected will belong to APNA and analysis of the data will be conducted by APNA staff or a consultant retained by APNA in collaboration with the PI.
- Results of the survey analysis and recommendations will be presented to the board by the PI for their review and decision for additional action.

Process to approve and conduct Partial Surveys:

Request for Partial surveys must be submitted to the executive director by the chapter president or council chair. Requests are submitted using the APNA briefing paper format (see attached).

- If within available resources, the executive director will assign staff to assist the chapter/council to develop the survey questions
- Data collected will belong to APNA and analysis of the data will be conducted by chapter president or council chair with technical assistance of APNA staff.
- Results of the survey analysis and recommendations will be presented in writing by the chapter president or council chair to the board. The report should be submitted to the board 30 days prior to one of its face to face board meetings that are scheduled in the months of February, June and October. Requests are submitted using the APNA briefing paper format (see attached).
- The board will consider the report and recommendations and decide what actions are to be taken.

Process to conduct a Comprehensive Survey:

The Board of Directors will determine the theme and direction of the Comprehensive Survey.

- The board will set the charge and scope of the survey.
- The board will assign a principle investigator (PI) for the survey.



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- The PI will solicit input from council chairs and chapter presidents.
- The executive director will assign staff to assist the PI to develop the survey questions.
- APNA staff will assist the PI in securing IRB approval via an agency selected by APNA.
- Data collected will belong to APNA and analysis of the data will be conducted by APNA staff or a consultant retained by APNA in collaboration with the PI.
- Results of the survey analysis and recommendations will be presented to the board by the PI for their review and decision for additional action.



## POLICY STATEMENT: **RESEARCH PARTICIPATION**

APNA's policy is to not provide access to APNA members or to commit APNA resources in support of an individual investigator's or an institution's research activity. Members may use the APNA Member Bridge to discuss their research initiatives and ask members directly to participate in surveys or other activities in support of their research efforts. Note that the use of APNA Member Bridge for surveying does not imply endorsement or involvement by APNA. In addition, researchers using Member Bridge to seek research participation should consult their institutional review boards (IRB) for guidance, as publication of results will require IRB approval.

APNA may participate in the research efforts of other associations/organizations or studies being *conducted* by (not just funded by) US governmental agencies following an evaluation of the research plan and objectives. APNA does not commit financial resources unless there is a clear link to the APNA Strategic Plan and then only if the funding is within APNA's current budget. APNA will not give other organizations direct access to members but instead will communicate to the membership the opportunity for participation. Participation by APNA members is always by choice of the individual member and APNA can not commit such support on behalf of its members.

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# APNA Briefing Paper



Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## 1. Subject

- a. The topic or issue of the briefing paper.

## 2. Background

- a. Provide a summary of past and/or current events that provide a context for the topic or issue, including any policies or past practices.
- b. Either provide data or need to obtain it.

## 3. Analysis

- a. Identify significant aspects of the topic or issue.
- b. Identify the options or courses of action that should be considered, including details about the advantages and disadvantages of each.
- c. Identify actions currently taken or recommended to address the issue.

## 4. Cautionary Notes

- a. Identify any sensitive aspects of the topic or issue that may affect a person or an organization in a negative way.

## 5. Recommended Action

- a. Provide your recommendation action that you wish APNA leadership to take.

## 6. Fiscal Considerations

- a. This section will be completed by staff.