

Implemented June, 2005



Public Health Nursing Management in Ontario

Policy: Request for Information/collaboration

Purpose:

To identify a process for review and approval of requests for information /collaboration received by ANDSOOHA from other associations, groups or individuals.

Objective:

Requests must be submitted to an executive member of ANDSOOHA and address the following:

- Purpose and relevance of the request,
- Literature review required
- Plans for analysis and dissemination,
- Names of person(s), group or association,
- Confidentiality,
- Data retention period,
- Data security issues,
- Timelines,
- Dissemination strategy if applicable

Process of Review and Approval:

1. Upon contact by an association, group or individual, an ANDSOOHA executive member will ensure the person making the request receives a copy of the ANDSOOHA Request Form (see attached).
2. Upon receipt of the completed ANDSOOHA Request Form, the Executive member will ensure the form is complete and then forward a copy of the request to all members of the ANDSOOHA executive for review.
3. The request will be discussed at the next scheduled teleconference or face-to-face meeting of ANDSOOHA.
4. If there is urgency to the request the executive member will notify the President and arrange a process to meet the date the request is required.
5. The ANDSOOHA secretary shall sign the ANDSOOHA Request Form (Section C) and attach to the minutes.
6. The secretary shall forward a signed agreement to the requester for their signature (Section D).
7. Completed forms, signed by both the ANDSOOHA secretary and participating association, group or individual, will be sent to the ANDSOOHA secretary and the requester.
8. The secretary will make arrangements for the release of the report/document or requested information for the stated purposes, only after receipt of the completed Agreement signed by both the Person requesting (Section C) and the appropriate ANDSOOHA executive member. (Section D).

Control of Information After Report/Document is Released:

Reports or documents in which the data supplied by ANDSOOHA is interpreted, reported or referred to must be submitted to the appropriate ANDSOOHA representative for review prior to publication, disclosure, release or dissemination. Acknowledgement of ANDSOOHA must be made.

External agencies requesting ANDSOOHA data/information must not release the data to another third party without prior written permission from the ANDSOOHA executive; with the exception of the above approved publication/release/document. Requests for further release of information must be made in writing.

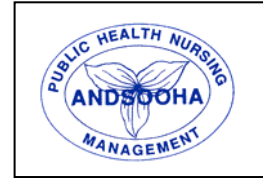
This procedure will be reviewed on an annual basis.

Date: April 21, 2005

Implemented June, 2005

ANDSOOHA Request Form

Please complete and return this form to an ANDSOOHA executive member.



SECTION A: GENERAL INFORMATION

Title of Project:

Principle Contact:

Title:

Organization:

Address:

Date:

Telephone Number:

E-mail:

Fax Number:

SECTION B: STATEMENT BY PERSON MAKING THIS REQUEST

1. Provide information about the individual, group, and association making the request.

2. Outline specific information related to the request:

3. The information from the report/document or requested information as described above will be used for the following purpose(s) (include plans for analyses and dissemination):

4. The following person(s) will have access to the information for the purpose(s) as described above:

5. Security of the report/document/information will be ensured by:

6. The timelines for the project are:

_____ ,

after which any data will be destroyed.

SECTION C: STATEMENT BY THE ANDSOOHA EXECUTIVE MEMBERS

ANDSOOHA executive members have reviewed the above request and is of the opinion that the information contained in the above statement (Section B) is appropriate. The ANDSOOHA executive agrees to release the report/document/information upon receipt of signed agreement (Section D).

ANDSOOHA EXECUTIVE MEMBER:

Signed: _____ Date: _____

SECTION D: AGREEMENT BY PERSON SEEKING ACCESS

I, _____, will not use the data for the purpose(s) other than that described in Section B, Statement by Person Making the Request.

I, _____, will not release the data outside of the group mentioned in Section B, Statement by Person Making the Request.

I, _____, will keep the report/document or information requested in a locked secure location to which access is only given to the person, group, association mentioned in Section B, Statement by Person Making the Request.

I, _____, shall submit to the ANDSOOHA executive (referenced in Section B), any report or document in which data is interpreted, reported or referred to for review prior to its publication, disclosure, use, release or dissemination.

I, _____, shall, within 60 days of completion of the report/document or information requested for analysis in a report/document will destroy original and copies of all collected data.

Signature: _____

Title: _____

Address: _____

Date: _____

Phone Number: _____

Fax Number: _____

E-mail: _____