



COLLEGE OF
LICENSED PRACTICAL NURSES
OF ALBERTA

Policy

Access, Use, and Collection of Membership Data

Created: November 19, 2020



A CLPNA Operations Policy is a clear and concise statement outlining requirements and expected behaviours of CLPNA staff, committee members, or external stakeholders.

Approval Date November 19, 2020
Approver Director of Research

© College of Licensed Practical Nurses of Alberta, 2020



INTRODUCTION The College of Licensed Practical Nurses of Alberta (CLPNA) facilitates research projects about the Practical Nurse profession and practice. The CLPNA assesses research projects for alignment with the organization's mandate, vision, and mission.

The CLPNA is committed to safeguarding the personal data entrusted to us by our members. The College manages members' personal information in accordance with the *Personal Information Protection Act* (PIPA) and other applicable laws.

PURPOSE The purpose of this policy is to clarify when the CLPNA will allow researchers and stakeholders to access, use, and collect membership data, and data for research purposes.

For the purpose of this policy, researchers and stakeholders includes anyone internal or external to the CLPNA. Research is broadly defined as the collection of data in order to draw conclusions about a topic.

POLICY Researchers and stakeholders who wish to access, use, or collect membership data must submit a request to the Director of Research or designate.

The Director of Research or designate evaluates the initial request (see process below) and may ask for additional information before making a final decision.

If the researcher or stakeholder is asking for greater involvement from the CLPNA, the Director of Research or designate may request them to fill out a project information form.

Decisions made regarding access to the CLPNA membership is made at discretion of the Director of Research or designate.

Process

Below are the components the Director of Research or designate will consider when making a decision about a request to access, use, or collect membership data.

Expectations of researchers

The CLPNA does not conduct data collection (e.g. survey) on behalf of researchers. Researchers who wish to conduct data collection with CLPNA members must contact the Director of Research or designate for

an introductory discussion about the proposed project.

The researcher may be asked to complete the Project Information form provided by the Director of Research or designate. Required information includes the project title, team members, project partners, objectives, alignment with the CLPNA mandate, methodology, ethics approval, and project workplan.

The Project Information form will be reviewed for alignment with regulatory work and level of risk related to the proposed research.

For approved projects, the assistance provided by the CLPNA is acknowledged in knowledge dissemination activities (e.g., reports, academic publications, etc.).

Assessment of Risk

An assessment of risk balances the nature and degree of risk associated with the proposed research with potential benefits of the research. Identified risks, if any, should be deemed reasonable in relation to the importance of the knowledge to be gained and other anticipated benefits (e.g., evidence that contributes to better and safer care for the public).

Methods of Access

For approved research projects, the CLPNA may facilitate access to members in various ways. This includes providing information about the proposed research project to members through email or WebNews articles. The CLPNA does not release member contact information to external researchers.

CONCLUSION This policy outlines the expectations the CLPNA has for researchers and stakeholders requesting to access, use, or collect membership data.

If after reading this document you have any questions about research funding please contact the Research Department via email at info@clpna.com, or by phone at 780-484-8886 or 1-800-661-5877 (toll free in Alberta).