

NEW JERSEY STATE SCHOOL NURSES ASSOCIATION

POLICY FOR USE OF MEMBER MAILING LIST FOR RESEARCH PURPOSES

NJSSNA Policy

The New Jersey State School Nurses Association (NJSSNA) is a professional organization dedicated to advancing the practice of school nursing. School nurses support the efforts of educators and parents to help children achieve their greatest academic potential while maintaining optimal health. As such, the NJSSNA is committed to the identification and pursuit of best practice through participation in and use of evidence-based practice.

To this end the NJSSNA Research Committee and Executive Board will accept applications and review researcher requests for the use of member contact information (for members who have opted to participate in such endeavors) for the purpose of collecting data in areas related to school nursing practice. ***Only approved requests will be permitted to distribute research instruments to the NJSSNA membership through emails or the NJSSNA Discussion List.***

The Executive Board of the NJSSNA's first priority is our commitment to our member's privacy. Therefore, ***mailing lists will not be distributed*** to individuals, groups or organizations. Rather, the NJSSNA Executive Board will distribute research tools from APPROVED applications to members who have opted to receive such information. Requests of individuals and organizations involved in scholarly research will be carefully screened. Commercial advertisers or others with interests that are either profit-driven, and/or in contrast with NJSSNA's core mission and values will not be considered.

Application Process

- I. ***Submission:*** The process for applying for research instruments to be shared with NJSSNA requires submission of the following:
 1. The ***NJSSNA Research Application*** form (available on the NJSSNA website) must be completed.
 2. In addition to the application, a ***narrative*** must be submitted to the Executive Director. This narrative must include:
 - i. The purpose of the survey or research
 - ii. The relevancy of the survey or research to school nursing practice
 - iii. Consistency of the survey/research to the NJSSNA mission;
 - iv. Provisions for maintaining confidentiality of member information
 - v. Precisely how the results will be used and disseminated (i.e. for grant purposes, academic advancement, publication, etc...)
 - vi. Financial impact to NJSSNA(if any)
 - vii. Copies of Institutional Review Board Approval (if any)
 3. Final copy of Instrument (Survey)
 4. Current Resume or CV of the Principal Investigator
 5. Application Fee of \$100
 6. Letter of Support from Faculty Member (If academic endeavor)

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II. *Processing:*

1. Completed applications should be sent to:
Judith Woop, NJSSNA Executive Director
1479 Pennington Road
Trenton, New Jersey 08616\
2. The Executive Director will share this information with the Research Committee within 7 business days.
3. The committee will review the application and make recommendations to the Executive Board regarding the response to the inquiring parties within 14 business days.
4. Applicants will be notified in writing of the Executive Board decision within 30 days from the receipt of entire application packet, including fee.

Terms

By applying for permission to access NJSSNA membership lists or discussion board, the researcher agrees to the following stipulations:

1. Use of Membership List
 - Research instruments for approved applicants will be shared with members one time only, or at the discretion of NJSSNA. Additional mailings may be considered at the discretion of the NJSSNA Research Committee. ***An additional fee may be required.***
2. Dissemination
 - NJSSNA should be acknowledged in any publications that develop relative to data collected from NJSSNA members.
 - As an affiliate of the National Association of School Nurses (NASN), NJSSNA encourages all researchers collecting data from NJSSNA membership lists to consider submitting manuscripts based on this data to the Journal of School Nursing (The peer-reviewed journal of the NASN) for publication.
 - If formal publication of a manuscript results from this research study, NJSSNA **MUST** be notified of the accepting journal and expected date of publication.
 - NJSSNA will address all requests promptly.

Questions

Please contact NJSSNA Research Committee Chairs with any questions:

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