



1) Introduction

Research around dental and oral health therapy practice is important to developing knowledge about our discipline and its practice. ADOHTA is supportive of the ethical conduct of research and will endeavour to assist where possible while protecting members' interests.

2) Purpose of these guidelines

- a) To outline to researchers the requirements for a request for assistance from ADOHTA.
- b) To outline possible avenues for assistance and any associated costs.
- c) To ensure that, on behalf of our members, ADOHTA supports research which is relevant and of benefit to the profession.
- d) To ensure that ADOHTA supports research which is well designed and supported by appropriate ethics approvals and privacy protections.
- e) To determine that request complies with the Purposes of the Association as outlined in the ADOHTA Constitution.

3) Information for Researchers

- a) ADOHTA is unable to share its members contact details with external parties due to Privacy laws.
- b) ADOHTA maintains a database of members, however, it is possible to select specific samples based on member demographics where required.
- c) Members can be invited to participate by ADOHTA either electronically or via post.
- d) Distribution by post will incur postage and handling fees whereas electronic distribution may incur an administration fee. Where ADOHTA considers the research to be in member's interests and the researcher is an ADOHTA member, consideration MAY be given to waiving fees.
- e) Following distribution, and upon request ADOHTA is able to provide advice to researchers about the number of recipients of the invitation to participate in the study, the date the invitation to participate was sent out and pass on any responses received.
- f) ADOHTA can also provide advice and promote participation on the ADOHTA Facebook page. It is also possible for ADOHTA to resend the survey or issue reminders if required.
- g) ADOHTA requires researchers to provide a summary of the findings for publication in the Australia New Zealand Journal of Dental and Oral Health Therapy to ensure findings are shared back to the members and profession.

4) Applications for Assistance

Applications must be in writing (email acceptable) including:

- a) A cover letter:
 - i) A brief background of the research being undertaken, the purpose, aims and objectives and study methods including sampling frame, timelines and some information about the researcher. Eg undergraduate, postgraduate, PHD candidate, profession
 - ii) the kind of support required – electronic distribution or mail out or both
- b) Evidence of ethical approval from an appropriate source (eg ethics approval number from a named committee or a copy of the approval letter).
 - i) Where an ethics application requires a letter of support from ADOHTA, the researchers should provide to ADOHTA evidence of an ethics application including the application number. Ethics approval must be advised to ADOHTA upon its receipt and any support from ADOHTA will remain subject to receiving evidence of the ethics approval.
- c) A copy of data collection instrument.
- d) Plain language statement and any other supporting materials.
- e) Consent procedures to be undertaken.
- f) The expected date of completion and presentation of findings for publication.
- g) Applications should include any proposed deadlines or dates for issue, and information about whether reminder notices are required or promotion through the ADOHTA Facebook page is requested; where this is required draft notices should be supplied.

The application will be reviewed by the ADOHTA Research and Education Board Director. In the case where there is missing information the researcher will be requested to provide that information. After review from the Research and Education Director, endorsement will be provided from the Board and a support letter provided to the researchers.

Once approved:

- i) For electronic distribution, researchers will be advised of any administrative fees and the survey shall be emailed to members
- ii) If a mail out is requested the researcher will be contacted to discuss the requirements for the mail out and costs incurred.
- iii) Where fees are charged researchers will need to supply invoice details such as who is to be invoiced, address and email address

Enquiries can be made by:

Email research@adohta.net.au
or mail to ADOHTA Research Officer
PO Box 405 NUNDAH QLD 4012
Or phone 0498 664 943