



ACNM Data Policy

ACNM Policy on Protection of Membership Data Used for Research Purposes

Membership data are normally collected by associations for the purposes of describing member characteristics such as education, age, and ethnicity as well as workforce characteristics of the membership. Licensure information is often collected as part of a membership survey. As a licensed health care provider, licensure information (including license number), is public information. It is also the industry norm for professional associations to collect complete license information about their members.

Membership surveys are exempt from human subject research review; however, this policy is developed to assure members that the data they provide are collected and maintained in a secure and confidential manner. Furthermore, analysis and public reporting of data whether on the ACNM website, Quickening, or published in a journal will not include personal identifiers.

Confidentiality and anonymity of member responses to membership surveys are always maintained accordingly:

- i. Data that are collected online are stored online in a Qualtrics or Survey Monkey account. Access to these data is password protected.
- ii. Personal information is not typically part of a membership survey and furthermore, potential identifiers such as membership number and ID are removed prior to exportation and analysis of data for research purposes to assure confidentiality and maintain anonymity.
- iii. Analysis occurs with aggregate de-identified data.
- iv. Raw data are accessible only by the ACNM staff and technical personnel who are responsible for maintenance of stored data.

Membership surveys conducted by the ACNM National Office staff will contain the following statement:

Membership information collected in this survey may be used in research describing membership characteristics, and workforce characteristics of ACNM members. This information may be used to inform policy makers, legislatures, consumers, and others. The information may be published on the ACNM website, in Quickening or professional journals. Data will be de-identified and analyzed in the aggregate to assure confidentiality and maintain anonymity of those responding. Responding to the survey is voluntary and implies consent.

Guidelines for Approval to Solicit ACNM Members for Research Purposes

This document provides guidelines for implementing “Policy for Solicitation of ACNM Members for Research Purposes.”

Requests to access ACNM members using ACNM’s mailing list (which includes US postal service addresses or email addresses) or to conduct surveys at the annual meeting must be sent to the ACNM Director, Midwifery Practice and Education (MPE). Email is the preferred method of contact for these requests. Please note that ethical approval by a recognized Institutional Review Board (IRB) is required before ACNM approval can be given, therefore, if the IRB form is not able to be electronically signed, it must be either faxed or mailed to the ACNM National Office. All requests and the outcome of the review are retained by ACNM National Office. There is a charge for use of the ACNM mailing list. Please upload your survey request materials [here](#).

If you have questions about the application process, please email researchsurveys@acnm.org.

Requests for ACNM membership mailing list will be processed within 3 to 4 weeks of receipt of all materials.

Note: Requests to survey members at the Annual Meeting MUST be received at least 6 weeks before the first day of the Annual Meeting.

All requests must include the following materials:

1. A cover letter describing:
 - i. Purpose of the research
 - ii. Rationale for the use of CNMs/CMs as research participants; all surveys must include both CNMs and CMs unless an explanation is provided stating the reason the researcher wishes to survey only CNMs or CMs.
 - iii. Proposed time frame for contacting the CNM/CM participants
2. Copy of approval of the research by the appropriate IRB
3. Curriculum Vitae (CV) of the researcher; if the researcher is a student, a CV of the student’s faculty advisor must be included
4. All materials that will be given to CNM/CM participants, including:
 - i. Research instruments
 - ii. Cover letter, consent form and/or information sheet for participants that addresses
 - a. The purpose of the research
 - b. Assurance of participant confidentiality
 - c. Assurance of the right to non-participation
 - d. Potential risks and benefits to participants
 - e. Time required of participants
5. Student proposals must have a letter from the faculty advisor, stating that he or she has reviewed the proposal and assumes faculty responsibility for the proposed research activities.

The submission materials will be forwarded to the Research Survey Committee of the Division of Research (DOR), whose members will review each proposal to ensure that the materials are complete and in order. Once the request is approved, the researcher will receive a formal letter (which is usually sent by email to the researcher) that indicates the survey was reviewed and approved by ACNM.

Directions about how to access the addresses will be included when the formal approval letter is sent. Please note that there is a charge for use of the addresses.

Finally, the following statement:

"Solicitation of CNM/CM participants for this study has been approved the ACNM" is required to be added to the survey.

Surveys meeting all criteria outlined above are reviewed in the order they were received. Only 5 surveys are permitted to be distributed at the ACNM Annual Meeting.

Source: Board of Directors

Approved: ACNM BOD September 2016

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