

<b>Number:</b>	Pol 009	<b>Version</b>	1.1		
<b>Subject:</b>	Communication	<b>Distribution:</b>	External		
<b>Authorised by:</b>	CEO	<b>Approved Date:</b>	12.06.17	<b>Review Date:</b>	14/06/2020

## Purpose and Scope

USANZ is frequently contacted by members and external parties to promote surveys on urological issues to its members. This policy outlines the assessment and approval process and the mechanism through which the survey will be circulated.

## Policy

### 1. Prior Assessment and Approval of the Survey before Circulation

To address concerns from members about the number of surveys that were being sent to them for completion, the Board of Directors determined that all survey requests must be assessed by the relevant SAG to Determine the relevance and usefulness of the survey before they are added to eNews.

All requests to promote a survey will be submitted to the SAG Leader by email with the text below.

*We have been asked to circulate the survey below to USANZ members. In your capacity as [INSERT RELEVANT SAG] SAG Leader, can you please make an assessment of the survey including the usefulness of the survey outcome as well as its relevance to our members. If you consider the survey to be worthwhile, we will circulate to the membership via enews.*

*The reason we ask the SAGs to assess requests like this is so we can ensure that (where possible) only relevant and appropriate email traffic is sent to the membership.*

Where the subject of the survey is an issue of interest to all USANZ members and cannot be assigned to a single SAG Leader, the Chief Executive Officer (CEO) will be the approving authority.

### 2. Promotion to members

Surveys will be promoted to members through enews. The promotion will appear in a maximum of 3 issues.

Requests for Promotion are to be sent by email to [communication@usanz.org.au](mailto:communication@usanz.org.au) along with the proposed advertisement. The text of the advertisement should include:

- The purpose of the survey and the relevant urological specialities you are wishing to reach;
- Who is conducting the survey, including contact details which will be published along with the survey, if approved;
- An estimate of the time to complete the survey;
- Whether or not ethics approval has been given and by which institution;
- A link to the survey; and
- Survey closing date.

## Roles and responsibilities

- Set out in the policy

## Related policies, documents and legislation

- None

## Definitions

- n/a

## Superseded documents

- None

## Revision history

Version	Date issued	Notes	By
1.1	13 June 2017	Drafted to document a Policy previously approved by the Board and make available to members. Captured in Policy Register March 18	Governance & Secretariat Coordinator

## Review date

This policy will be reviewed every 3 years. The next review date is 14 /June/ 2020

## Contact

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