



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 (attachment A), however this policy is developed in an effort 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.

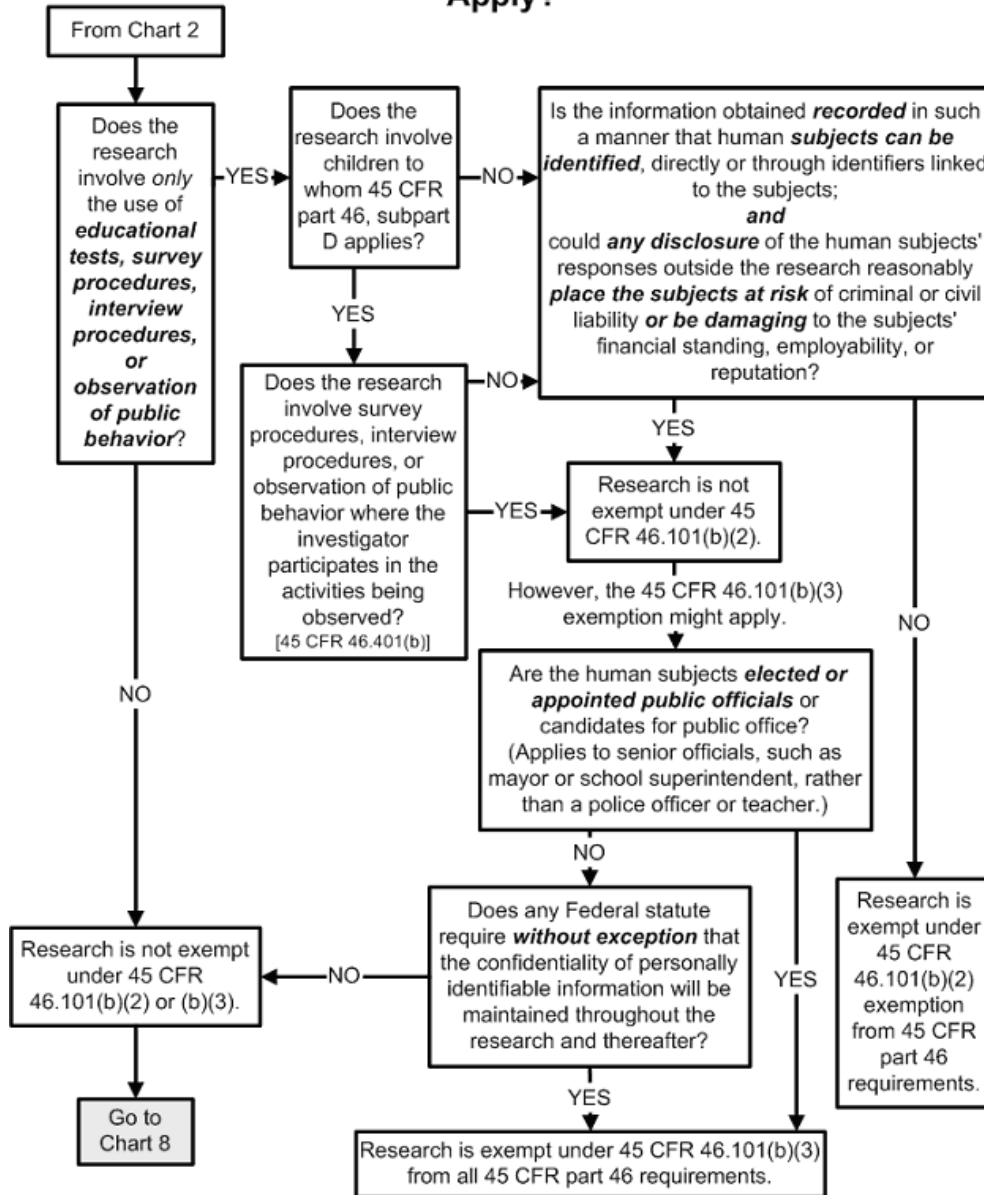
Confidentiality and anonymity of member responses on membership surveys are maintained at all times accordingly:

- 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.

**Chart 4: Does Exemption 45 CFR 46.101(b)(2) or (b)(3)
(for Tests, Surveys, Interviews, Public Behavior Observation)
Apply?**



September 24, 2004