

## Document Information

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### Document Control

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SI1000	Research Procedure	Authorised Business Activity	Active

Content Owner	Content Approver	Policy Owner	Policy Approver
GM Selwyn Institute for Ageing and Spirituality	GM Selwyn Institute for Ageing and Spirituality	Aidan Craig	Selwyn Foundation Board

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1	August 2016	October 2016	Updated policy family

### Glossary of Terms

For a complete list of terms, see the *Selwyn Glossary*.

### Referenced Documents

This list summarises all documents referenced by this procedure:

- ▶ Application form for Selwyn Institute for Ageing and Spirituality Scholarship
- ▶ Information on Health and Disability Ethics Committees see <http://www.ethicscommittees.health.govt.nz/>

### Relevant Legislation

This list summarises the legislation that impacts this procedure:

- ▶ Health and Disability Commissioner Act
- ▶ Human Rights Act
- ▶ Health Information Privacy Code
- ▶ Privacy Act
- ▶ Employment Relations Act
- ▶ Health Practitioners Competence Assurance Act

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## About This Procedure

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### Audience

This procedure is for those with an interest in undertaking or participating in research activities in the Selwyn Foundation.

### Purpose

This procedure explains the approval process to conduct or participate in research, and ensures that our resources are used wisely when applied to research activities

### Responsibility

It is the Selwyn Institute for Ageing and Spirituality's role to facilitate a working relationship between researchers (both internal and external), managers, employees and others in the Selwyn Foundation. Before research commences, the research proposal must be supported by a member of the Senior Leadership Team and approved by the GM- Selwyn Institute (GM-SI). The GM-SI manages Selwyn's research sponsorships and grants.

## Part 1 – Research in the Selwyn Foundation

### Introduction

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The Selwyn Foundation recognises the value of research in informing service delivery and improving outcomes for older people. It has a history of supporting research and encourages researchers to employ a range of methods to address questions which are concerned with the wellbeing of older people.

Research undertaken in Selwyn services invariably requires Selwyn employees' involvement. Because of this commitment of resources, Selwyn does not wish to engage in research activities where there is little or minimal opportunity for the research outputs to result in positive wellbeing outcomes or for Selwyn's mission relevant outcomes.

# Research approval process

## Overview

The process below describes the approval process.

Those with an interest in undertaking or participating in research activities in the organisation should feel free to discuss their interest(s) with the person or persons in the organisation who they consider to be in the best position to help them with their initial expression of interest. This person will often be a care lead or manager of one of our villages or a facility within one of the Villages.

The Selwyn Institute for Ageing and Spirituality is the point of entry for researchers wishing to obtain consent to undertake research in any Selwyn service. The Selwyn Institute will facilitate a working relationship between researchers (both internal and external to the SFG), managers, clinicians and others in the SFG.

## Steps to obtain research approval

The Research Application is to be completed and submitted to The Selwyn Institute following the steps outlined below:

Step	Action
1	<p><b>Obtain General Manager support</b></p> <ul style="list-style-type: none"> <li>• Researcher discusses their research interest with the GM-SI or one of the General Managers as per the GM's principal domains of interest and area of accountability</li> <li>• The General Manager needs to be convinced that the research has the potential to be beneficial to older adults and/or the organisation's mission and that it will not have any adverse operational impact</li> </ul>
2	<p><b>Proof of Ethics approval</b></p> <ul style="list-style-type: none"> <li>• All research involving staff and/or residents must be approved by an ethics committee in the region of New Zealand where the research is being carried out. On occasion, some research applications will need to be submitted to Ethics Committees other than the Health and Disability Ethics Committee, for example as required by University regulations.</li> </ul>
3	<p><b>Participant information sheets and consent forms</b></p> <ul style="list-style-type: none"> <li>• Research involving staff or residents will need approved 'participant information sheets' and 'participant consent forms' to accompany the approved ethics applications. A copy needs to accompany the Research Application and will be kept in the office of the Selwyn Institute.</li> </ul>
4	<p><b>Demonstrate compliance with Privacy Act and Health information Code</b></p> <ul style="list-style-type: none"> <li>• Research projects will need to be conducted in a manner which ensures resident and staff safety and protection of their rights including their right to privacy. Compliance with the Privacy Act 1993 and the Health Information Privacy Code 1994 is mandatory.</li> </ul>
5	<p><b>Where required there is an agreement in place</b></p> <ul style="list-style-type: none"> <li>• Some research will require a contractual relationship to exist between the researcher and the Selwyn Foundation. Such agreements can take a variety of forms and if there is a need for a 'contract', 'memorandum of understanding' or 'agreement', this will be developed by Selwyn in association with the researcher.</li> </ul>
6	<p><b>Sing off by GM-SI</b></p> <ul style="list-style-type: none"> <li>• Before research commences, the research proposal must be signed off by the GM-SI and be entered in the research register which is kept by The Selwyn Institute.</li> </ul>

## Other general requirements to obtain final sign off for research

- 1) Students within tertiary institutions must have university or technical institute appointed supervisors who will be the named (or principal) investigator or researcher on the research proposal.
  - a) Researchers who are students must provide evidence of their enrolment in a post-graduate or undergraduate programme.
  - b) Undergraduate students interviewing residents or staff in SF facilities and services must be supervised on site by a named (or principal) investigator and must wear identification at all times when in the SF
  - c) Post-graduate students must wear identification at all times when in SF facilities but may be supervised at a distance.
- 2) Researchers who are registered health professionals must have
  - a) A current practicing certificate
  - b) A signed confidentiality agreement to protect the interests of residents
- 3) Academic staff in tertiary institutions and other bona fide research establishments who comply with these requirements are able to undertake research in Selwyn.
- 4) The Selwyn Institute for Ageing and Spirituality expects to be acknowledged in all research publications arising out of research undertaken within the Selwyn Foundation and as appropriate, employees of the Selwyn Foundation collaborating on specific research projects may be cited as co-authors on any publications.
- 5) The Selwyn Institute for Ageing and Spirituality acknowledges its advocacy role in support of activities which enhance the lives of older people. However, research with the potential to damage the reputation of the Selwyn Foundation through the publication of polemic writing will not be approved
- 6) The Selwyn Institute for Ageing and Spirituality maintains a register of research being undertaken within the Selwyn Foundation and can provide support for Selwyn employees wishing to undertake research. This register of research will be included from time to time in Board papers and reports.
- 7) The Selwyn Institute for Ageing and Spirituality expects to receive copies of reports and articles arising from research undertaken within Selwyn facilities and services. Sometimes, when research is not completed for any reason, it is important to communicate this with the Selwyn Institute.

## Part 2 – Research Grants and Sponsorships

### Introduction

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The Selwyn Foundation has a history of providing funds to support research which is consistent with its Mission, and Values. The Selwyn Institute manages these funds in the form of Grants and Sponsorships.

### Sponsorships for research in the field of Ageing and Spirituality

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The Selwyn Institute for Ageing and Spirituality supports research through sponsorship of student research at the University of Auckland and Victoria University of Wellington.

The Selwyn Institute for Ageing and Spirituality invites students with a research interest in the field of Ageing and Spirituality to apply for a scholarship by way of completing the Scholarship Application Form. Scholarships of \$5,000 are available each year for thesis students studying in the field of aging and spirituality. The Research Committee will receive applications and allocate the sponsorships and scholarships.

## Steps to obtain the Selwyn Institute Scholarship

Step	Action
1	Students with a research interest in Ageing and Spirituality to submit a Scholarship Application to Selwyn Institute for Ageing and Spirituality's Research Committee
2	Research Committee to consider the applications and allocate sponsorship
3	Student to make their research available to the Selwyn Institute for Ageing and Spirituality by way of a written report or presentation

## Other research in the field of Ageing

The Selwyn Foundation provides a grant to the HOPE Foundation which is a charity that funds research in gerontology. Studentships at the University of Auckland and scholarships in other New Zealand universities are available through this entity. Post-graduate students should make contact with the HOPE Foundation ([www.hopefoundation.org.nz](http://www.hopefoundation.org.nz))

## Part 3 – Research Committee

The purpose of this Committee is to administer research sponsorships and make recommendations regarding this research procedure.

The Committee will have a Terms of Reference and meet at least annually to allocate the research sponsorships, make recommendations regarding this procedure and receive any dispute arising in connection with this procedure.

The General Manager of the Selwyn Institute for Ageing and Spirituality will facilitate the Research Committee meetings.