**Gatekeeper Request Form**

**Research/Related requests**

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| **Full name:** |  |
| **Institution:** |  |
| **Position:**  |  |
| **Email address:** |  |
| **Phone number:** | Business: Mobile:  |

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| **Purpose of request** |  [ ]  Assistance in recruiting patients to a project or study  [ ]  Participation of health professionals in a research project  [ ]  Other, please specify:  |
| **Website (if applicable)**  |  |
| **Please outline details of request:**  |
| **Please list all CPI, PI and AIs involved with the study:**   |
| **Platform***(leave blank if you do not want to post to a particular platform)* | **Text** *Please write text as it should appear exactly on the specified platform. Please use third-person language.*  | **Alt Text***Any images, including flyer-images must have an image description.* | **Image***Include the image here and the file name, please also attach the file (as an image file) to the email request* | **Links/handles***Please specify any links and link text. E.g. link text – “Oceania Academy website”; link:* [*oceaniaacademy.org*](http://www.ausacpdm.org.au) |
| Newsletter/eblast |  |  |  |  |
| Website news item | [Please include the date the news item should be removed from the website here] |  |  |  |
| BlueSky (280-character limit) |  |  |  |  |
| Facebook (no character limit) |  |  |  |  |
| **Please provide Ethics number and Institution:** **Please attach copy of information sheet and ethics approval****Please clearly attach any PDFs, Images, logos to be posted (in the correct file format)** |
| **Preferred distribution method**[ ]  Please place on the Oceania Academy website in the most relevant section, including a “news” item on the home page[ ]  Please include this message in the next quarterly Oceania Academy newsletter[ ]  Due to time constraints this message would require a stand-alone email, sent in a specific timeframe  *(please specify)*  |
| **Preferred distribution messaging:**[ ]  Oceania Academy communications team may adapt the messaging and include the relevant information and links.[ ]  Due to ethics or other constraints the messages must be distributed exactly as written. |

**Acknowledgements:**

[ ]  Information will be distributed to members electronically.

[ ]  Informed consent will be obtained from each research participant prior to participation.

[ ]  Research participants will be able to opt in voluntarily at the start of the study, or out of the study at any time.

[ ]  Research participant data will be treated confidentially, and anonymity of all participants will be preserved.

[ ]  A summary of the research findings will be provided to circulate to members.

*All gatekeeper requests must be approved by the Scientific Education Portfolio of the Oceania Academy. The Oceania Academy reserves the right to decline a gatekeeper request if it does not fall within the guidelines for appropriate member communication.*

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| **FOR OFFICE USE ONLY** |
| **Name of Reviewer/s:**  |  |
| **Date** |  |
| **Approved by professional body?** | [ ]  Yes [ ]  No | Comments: |
| **All conditions acknowledged** | [ ]  Yes [ ]  No  | Comments: |
| **Suitable for Oceania Academy members** | [ ]  Yes [ ]  No | Comments: |
| Specific subgroup:  |
| **Approval to place on website and/or social media**  | [ ]  Yes [ ]  No |
| **Is the format of information provided suitable for direct distribution (i.e. no further editing required)**  | [ ]  Yes [ ]  No – If not, this should be returned to the requestor  |
| **Approval to email to members** | Standalone email [ ]  | Include in newsletter [ ]  |
| Message adapted [ ]  | Message sent as is [ ]  |
| [ ]  **Request approved** | [ ]  **Request denied** | [ ]  **More information sought** |
| **Notes:**  |