**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:** | | | | |