

Membership

Policy No: EP002
Issue Date: Feb 2010
Updated: July 2016
Review Date: Apr 2018

Purpose

1. The purpose of this policy is to ensure a consistent approach is taken to the assessment of all eviDent member applications.

Scope

2. This policy applies to all existing and potential members of eviDent.

Definitions

For the purposes of this policy, the following definitions are used:

3. **Chief Investigator:** eviDent members who provide 'the intellectual, administrative and ethical leadership'¹ to an eviDent research project or program.
4. **Associate Investigator:** eviDent members who are registered and practising dentists and have 'intellectual input into the research and whose participation warrants inclusion of their name on publications'².
5. **Research Collaborator:** eviDent members who are not eligible to be Chief or Associate Investigators, but who are closely involved with different aspects of eviDent projects.
6. **Research Affiliate:** eviDent members who voluntarily respond to eviDent surveys and/ or participate in retrospective studies by allowing members of eviDent project teams to attend their practice and collect relevant data

Eligibility

7. All applications for membership are to be made on the appropriate form and submitted to the eviDent Chief Executive Officer.
8. eviDent membership is free.
9. eviDent accepts Associate Investigator applications from all registered dentists and specialist practitioners working in a private practice, community health or other setting and who are members of the Australian Dental Association Victorian Branch (as the single member of the eviDent Foundation). Ordinarily membership is restricted to ADAVB members, unless the eviDent Foundation Board approves special arrangements.
10. All Associate Investigators and registered or retired dental professionals (Research Collaborators) will be required to complete eviDent's minimum training requirements before participating in a research project (refer to policy EP001).

¹ The University of Melbourne, Melbourne Research Office, Chief Investigator Responsibilities
<http://www.research.unimelb.edu.au/azservices/ci>

² NHMRC Project Grants Advice and Instructions to Applicants for funding commencing in 2010

Membership

Policy No: EP002
Issue Date: Feb 2010
Updated: July 2016
Review Date: Apr 2018

11. Before applying for membership, all Associate Investigators are encouraged to consider the impact their membership and participation in a research project might have on their practice³.
12. Associate Investigators and Research Collaborators must have the permission of the practice owner(s) to conduct research within their place of work for the purpose of eviDent projects.
13. As it is essential that each eviDent project team is adequately supervised and supported, Chief Investigators must be full or part time academic staff members at a participating university⁴, experienced in clinical research and competent to undertake and lead a research project.
14. Research Collaborators must work with and be supervised by an eviDent Chief or Associate Investigator when participating in an eviDent project.
15. Research Collaborators will have a strong interest in research and strong administrative and organisational skills.

Administration

16. A confidential membership database will be kept but not distributed to other organisations without the member's permission.
17. The eviDent DPBRN Committee will review membership applications and decide on the merits of each application on a case by case basis.
18. All applicants will receive a written response advising of the outcome of their membership application.
19. Approved members will receive a letter confirming membership, a certificate of membership and an information pack.
20. The eviDent DPBRN Committee may review the eligibility requirements from time to time.

Entitlements

21. eviDent membership entitles Associate Investigators to:
 - a. be involved in eviDent research projects
 - b. access research training and expertise
 - c. receive regular e-bulletins and invitations to attend networking events

³ Internet access, a well organized recall system, the commitment and support of your practice team

⁴ The University of Melbourne is the only participating university at the time of publication

Membership

Policy No: EP002
Issue Date: Feb 2010
Updated: July 2016
Review Date: Apr 2018

- d. access a 'members only' section of the eviDent website
- e. continuing professional development credit via initial training, study group participation, publication of research articles, presentations (lecture/posters) of research, peer review activities etc
- f. a certificate of membership.

22. eviDent membership entitles Chief Investigators to:

- a. be involved in eviDent research projects
- b. receive regular e-bulletins and invitations to attend networking events
- c. access a 'members only' section of the eviDent website
- d. continuing professional development credit via study group participation, publication of research articles, presentations (lecture/posters) of research, peer review activities etc
- e. access general practitioners' expertise and practice base
- f. the opportunity to share research findings via peer learning, seminars, workshops, conference presentations and publications
- g. a certificate of membership.

23. eviDent membership entitles Research Collaborators to:

- a. be involved in eviDent research projects
- b. access research training and expertise
- c. receive regular e-bulletins and invitations to attend networking events
- d. access a 'members only' section of the eviDent website
- e. continuing professional development credit via initial training, study group participation, publication of research articles, presentations (lecture/posters) of research, peer review activities etc
- f. a certificate of membership.

24. eviDent membership entitles Research Affiliates to:

- a. be involved in eviDent research projects
- b. receive regular e-bulletins and invitations to attend networking events
- c. access a 'members only' section of the eviDent website
- d. continuing professional development credit opportunities
- e. a certificate of membership

Responsibilities of an eviDent member

25. All eviDent members must comply with eviDent's policies, directives and all legislation.

26. eviDent members are expected to:

- a. be active in eviDent projects and events
- b. provide support to other eviDent members
- c. advise the eviDent Chief Executive Officer with any change to contact details
- d. provide the eviDent Chief Executive Officer with information about research projects.

Membership

Policy No: EP002
Issue Date: Feb 2010
Updated: July 2016
Review Date: Apr 2018

Renewal, refusal and termination

27. eviDent membership does not require renewal.
28. eviDent members may terminate their membership at any time, provided that such a decision is communicated in writing (to the eviDent Chief Executive Officer).
29. eviDent Chief Investigators should advise the eviDent Chief Executive Officer of any changes to the membership of their project team(s).
30. The eviDent DPBRN Committee may request that current eviDent members re-affirm that they wish to retain their membership.
31. Inappropriate behaviour by an eviDent member may require the eviDent DPBRN Committee to review the members' membership.
32. Where an application for membership is not granted, the reason for refusal will be communicated to the applicant.

Review

33. This policy will be reviewed and updated within three (3) years of the issue date, or earlier if required.