

BNMS Policy on Surveying Members and UK Nuclear Medicine Departments.

Surveying the BNMS Membership

The British Nuclear Medicine Society is keen to help facilitate and support those who want to carry out surveys of the membership to obtain information that will ultimately be of benefit to our members or the broader nuclear medicine community. Wherever possible the BNMS will support requests for surveys, however all surveys must undergo the review process which may take up to 12 weeks.

Survey Eligibility

Any proposed survey of the full membership, including those surveys developed by Committees on behalf of the BNMS, will require the following before dissemination:

- They must be requesting meaningful information and the aims must be achievable.
- Surveys must be in line with and advance the strategic goals of the Society.
- Review and recommendation from the Committees who support the need for the survey.
- The chair of the Committee must give confirmation that the survey has been reviewed by the committee and there is agreement that it warrants circulation to full membership.
- Review and approval by the Council.

Survey Distribution

- Surveys will not be circulated to the full membership via e-mail.
- The BNMS will administer the electronic distribution of questionnaires via the monthly Wavelength members' newsletter and/or a link on the BNMS website that takes the member to the survey website and, where agreed, send out further reminders.
- Timing of survey release is at the discretion of the Officers and CEO to prevent or reduce the release of multiple member requests at any given time.
- Officers and the CEO may be consulted regarding potential conflicts in timing of release with other member requests before survey release.

Survey Results

- Results of a survey may not be recognized as a response on behalf of the Society on any specific topic.
- Everyone carrying out a survey of BNMS members will be required to provide a report detailing response rates and outcomes from the survey including how the information was disseminated.
- Results and data from surveys circulated to BNMS members must be shared with BNMS and if appropriate a summary provided to members.
- A summary of all surveys accepted for distribution will be published on our website.

The BNMS will not:

- Share personal contact information
- Send out surveys on behalf of commercial companies.
- Send out postal questionnaires
- Provide address labels

For further information or to discuss a survey proposal please contact info@bnms.org.uk

External survey proposals should include: title of study, background, aims and objectives, survey population, expected outcome and a data protection policy covering all data that will be collected.

BNMS Annual Surveys

The BNMS circulates the following surveys annually via email to members and delegates at our meetings:

The BNMS Workforce Survey

The BNMS workforce survey is sent to department leads (BNMS members where possible) annually in October reminders are sent out periodically until the deadline at the end of March.

The BNMS Annual Meetings and Membership Survey

This is sent by email to all members between the Spring and Autumn meetings.

Annual Meeting Feedback Surveys

These are circulated via email to delegates and industry partners attending our Annual Spring and Autumn Meetings and any ad-hoc meetings.

Updated 3 May 2018