


# MEMBERS USE OF AOANJRR DATA - AD HOC REQUESTS

AOANJRR MANUAL  
Ref No: MEM002

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**Principal Responsibility:** AOA Board  
**Endorsed:** 3/10/2023 Board Meeting

Approved by:	Title: CEO	Name: Adrian Cosenza	Signature/date  4 October 2023
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## OUTCOME:

Members will request ad hoc AOANJRR reports in accordance with this policy.

## BACKGROUND:

- Surgeons have the capacity to request detailed individualised Ad Hoc reports on their own procedures or any other areas of research interest.
- Surgeons can request Ad Hoc AOANJRR reports for research either individually or as a group.
- Ad Hoc reports for surgeons contributing their data to the Registry are provided to them at no cost.

## DEFINITIONS:

- AOA - Australian Orthopaedic Association
- AOANJRR - Australian Orthopaedic Association National Joint Replacement Registry
- Ad Hoc Report - An individualised data report provided on request.
- COI – Conflict of interest

## POLICY

This policy covers:

- The requirements when requesting of Ad Hoc Reports from the AOANJRR,
- The number of Ad Hoc requests that can be active at any one time per surgeon or group of surgeons;
- Surgeon Ad Hoc request Conflict of Interest Disclosure requirement; and
- The cost of Ad Hoc reports.

## STRATEGIES:

1. Ad Hoc Report Requests Requirements
2. Restriction of Active Report
3. Processing time for Ad Hoc reports

**1. Ad Hoc Report Requests**

- Ad hoc requests must be made utilising the correct forms available on the AOANJRR Website
- Ad Hoc requests must be accompanied by a completed [Ad Hoc Request COI Disclosure form](#) which has been signed off by all.
- Surgeons will complete the Surgeon Ad Hoc Request COI Disclosure form in full. Failure to complete the COI form will result in the Ad Hoc request not being progressed.
- Ad Hoc reports are provided at no cost to those surgeons contributing data to the AOANJRR
- Surgeons will not request Ad Hoc reports on behalf of medical devices companies. There is a pathway for medical device companies to request Ad Hoc reports if required and they should be directed to utilise that pathway
- Surgeons using Ad Hoc reports containing data based on analysis of the entire AOANJRR data or a subset of that data must *without exception* involve the AOANJRR in the preparation and publication of the manuscript as per the Authorship and Publication Policy
- Members not adhering to this policy may have their ability to request Ad Hoc reports removed.

**2. Restriction of Numbers of Active Ad Hoc Report Requests**

- Due to the increasing numbers of surgeons requesting Ad Hoc reports the number of active reports/requests by any one or any group of surgeons is restricted to two (2) at any one time.
- An individual surgeon can only be named on two (2) active Ad Hoc reports/requests at any one time, regardless of whether they are the principal requestor/investigator or named on the request as an additional investigator.
- An active Ad Hoc report request is defined as the period between the initial request for a report and the acceptance of a manuscript based on that Ad Hoc report for publication in a peer reviewed journal.
- This is to allow equity of access to Ad Hoc reports for all AOA members.

**3. Time for Processing Ad Hoc Reports**

- A best endeavours approach is used for processing Ad Hoc requests.
- Requests are reviewed each week but the time to process requests varies depending on such factors as the proposed request, complexity of the request and the input required by statisticians and registry clinical directors.

**PERFORMANCE INDICATOR/S**

Number of complaints

Number of breaches of policy