


Review Date: October 2022
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Principal Responsibility: AOA Board
Endorsed: 22/10/2022 Board Meeting

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| Approved by: | Title: CEO | Name: Adrian Cosenza | Signature/date  October 2022 |
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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

POLICY

This policy covers the requesting of ad hoc reports, the number that can be active at any one time per surgeon or group of surgeons and the cost.

STRATEGIES:

1. Ad Hoc Report Requests
2. Restriction of Active Report
3. Time for Processing 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 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 involve the AOANJRR in the preparation and publication of the manuscript as per the Authorship and Publication Policy

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 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