

**Contact Form**

Thank you for contacting us. Please complete this form to indicate your interest in contributing to our Group’s activities.

**Please return your completed form to Teo Quay, Managing Editor at** [**teo.aminah.wasteneys.quay@regionh.dk**](mailto:teo.aminah.wasteneys.quay@regionh.dk)

*Use the tab or arrow keys to move from field to field. The text boxes will expand to fit your responses.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Contact details** | | | | | | |
| Prefix (e.g. Ms, Dr): | Click or tap here to enter text. | First name: | | | Click or tap here to enter text. | |
| Middle names: | Click or tap here to enter text. | Family name: | | | Click or tap here to enter text. | |
| Suffix (e.g. MD, PhD) | Click or tap here to enter text. | Web address: | | | Click or tap here to enter text. | |
| Email address: | Click or tap here to enter text. | | | | | |
| Job Title/Position: | Click or tap here to enter text. | | | | | |
| Department: | Click or tap here to enter text. | | | | | |
| Organization: | Click or tap here to enter text. | | | | | |
| Street/Address: | Click or tap here to enter text. | | | | | |
| City: | Click or tap here to enter text. | | State/Province: | | Click or tap here to enter text. | |
| Post/Zip code: | Click or tap here to enter text. | | Country: | | Click or tap here to enter text. | |
| Telephone number: | Click or tap here to enter text. | | Fax number: | | Click or tap here to enter text. | |
| Mobile number: | Click or tap here to enter text. | | | | | |
| Email bulletins: | Would you like to join the following mailing lists?  Anaesthesia Group list  CCInfo (Cochrane Collaboration list) | | | | | |
| Other email contact: | From time to time, other Cochrane groups may wish to contact members of this group (e.g. about review methods or training events). Would you like to receive email from:  Only this group  Cochrane groups I have joined  All Cochrane groups | | | | | |
| Privacy: | Do you give consent for CARG to share your contact details with other Cochrane groups (*see the last page for privacy information*)?  No  Email only  Email, address, and phone information | | | | | |
| Country of origin: | Click or tap here to enter text. | | | Gender: | | Click or tap here to enter text. |

|  |
| --- |
| **Date form completed:**  Click or tap to enter a date. |

|  |
| --- |
| **Do you have ready access to email/internet** Yes  No  If no, please specify how you would like us to contact you:  Click or tap here to enter text. |

|  |  |
| --- | --- |
| **I may be able to help with** *(tick one or more boxes; see next page for a description of roles)* | |
| Preparing a systematic review\*\* *(\*\*Please be aware that we vacant titles available will be posted on our website. We require that each review team consists of a content specialist, methodologist and statistician.* ) |  |
| Providing details of previous/ongoing trials |  |
| Handsearching journals/conference proceedings |  |
| Acting as an external peer referee (***Please provide us with details of areas of expertise***) |  |
| Offering consumer input/perspective |  |
| Providing statistical/methodological advice |  |
| Translating articles |  |
| *Please state language(s)*  Click or tap here to enter text. |  |
| Other |  |
| *Please specify:*  Click or tap here to enter text. |  |

|  |
| --- |
| **Your field(s) of interest/expertise** |
| Please describe your background and areas of interest: |
| Click or tap here to enter text. |
| Are there any specific review topics you are interested in or have already written reviews for? |
| 1.Click or tap here to enter text. |
| 2. Click or tap here to enter text. |

|  |
| --- |
| **Are you a member of any other Cochrane groups?** |
| Please list the group and your role(s): |
| 1. Click or tap here to enter text. |
| 2. Click or tap here to enter text. |
| 3. Click or tap here to enter text. |

|  |
| --- |
| **Are there any consumer organizations in your country relevant to your areas of interest?** |
| Please list the group(s) and give contact details, including email and website: |
| 1. Click or tap here to enter text. |
| 2. Click or tap here to enter text. |

|  |
| --- |
| **Description of roles:** |
| **Author**  Authors are responsible for planning and writing systematic reviews, usually working in small teams. We require that each team is made up of a content specialist, methodologist and statistician |
| **External peer referee**  An external peer referee comments on a draft of the protocol or full review during the peer review process. All CARG protocols and reviews are commented on by two experts in a relevant field and a consumer. |
| **Consumer**  A consumer is a healthcare user or the relative or carer of someone with an interest in anaesthesia or who advocates on behalf of other consumers. Consumers often participate as external peer reviewers although they may carry out any of the other roles as well. |
| **Statistician**  We are always grateful for offers from experienced statisticians to join our team of statistical advisers. |
| **Providing details of ongoing trials**  This involves providing details of trials that have not yet been published of which you might be aware or are involved in. |
| **Handsearching**  Handsearching involves systematically searching through journals or conference proceedings for reports of trials relevant to [our scope](https://carg.cochrane.org/about-us/our-scope) for inclusion in our Group’s Specialized Register. Journals that will be hand searched are registered with the Collaboration in advance. |
| **Translator**  Translators are normally asked to translate the titles of articles published in a language other than English and/or assess whether they contain information that might be relevant to a particular review. In some cases, they are also asked to translate specific sections of the article or extract data. It is rare for the complete text to be translated. |

|  |
| --- |
| **Confidentiality** |
| **Where will my contact details be kept?**  Your contact details may be stored locally by the Cochrane Anaesthesia Group, or added to The Cochrane Collaboration’s central database.  **Who will have access to my details?**  Details stored locally will only be accessed by Cochrane staff. Details stored in the central database are only accessible to people with a user account. Cochrane staff, editors and authors of Cochrane reviews may have user accounts and may be able to access your details. You can choose to hide certain contact details, such as your address, email, and phone numbers.  All registered users must agree to the terms of use for the system. If users violate the terms of use, their rights may be revoked.  The Cochrane Collaboration will not share your contact details with any other organization.  **Does Cochrane comply with privacy legislation?**  Data protection regulations vary internationally but share some common principles. By adhering to the fundamental principles (such as treating details responsibly, having full transparency for those registered, and perhaps including informed consent), The Cochrane Collaboration is likely to be compliant with regulations everywhere. The Cochrane Collaboration is registered with the UK Data Protection Register. |

***Thank you for completing this form.***

|  |
| --- |
| **For office use only**  **1. Primary entity** Click or tap here to enter text.  **2. Role(s) for entry into Archie** Click or tap here to enter text.  **3. Shown to:** ME  Co-Ed  TSC  Expert Panel  **4. Added to CRG email list**  **5. Added to (CCInfo/regional/other) email list**  **6. Date entered into Archie:**  Click or tap to enter a date.  **7. Notes**  Click or tap here to enter text. |