

INTERNAL ONLY
ISLHD PROCEDURE
COVER SHEET



Health
 Illawarra Shoalhaven
 Local Health District

NAME OF DOCUMENT	Appointment of Honorary Research Associate
TYPE OF DOCUMENT	Procedure
DOCUMENT NUMBER	ISLHD OPS PROC 40
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FORMER REFERENCE(S)	Nil
EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Professor Margaret Rose, Director Research Governance
AUTHOR	Professor Margaret Rose Director Research Governance Margaret.rose@sesiahs.health.nsw.gov.au
KEY TERMS	Honorary appointment, research, Nursing, Allied Health, Post-graduate research students
SUMMARY	This document outlines the procedures to be followed when persons, including post-graduate research students, who are not employed by ISLHD seek approval to conduct research on ISLHD sites and/or access to patients or patient data for whom ISLHD is responsible. ISLHD has separate procedures for the clinical placement of students as set out in the NSW Ministry of Health document – <i>Student Placement Agreement for Entry into a Health Occupation</i> .

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to ISLHDPolicies@sesiahs.health.nsw.gov.au

1. POLICY STATEMENT

There is no specific policy addressing this issue but a 2011 ICAC Report, *Investigation into Corrupt Conduct Involving Alleged Fraud on Two Sydney Hospitals*, identified the need for the introduction of these procedures.

This proposal is based on:-

- PD2013_028 – *Employment Checks – Criminal Record Checks and Working with Children Checks Policy*

and addresses the obligations of ISLHD in the governance of research as detailed in

- PD2010_056 – *Authorisation to Commence Human Research in NSW Public Health Organisations, and*
- GL2011_001 – *Research Governance in NSW Public Health Organisations*

2. BACKGROUND

ISLHD recognises the potential benefits in undertaking research in collaboration with persons who are not employed by ISLHD but who bring special expertise, skills and knowledge which enable or enhance the outcomes achieved to deliver improved health outcomes.

3. RESPONSIBILITIES

A person who is not an employee of ISLHD and who wishes to conduct research on ISLHD site(s) that involves patients for whom ISLHD is responsible or who has been invited to do so by an ISLHD staff member should initially discuss the proposed appointment with relevant ISLHD Head of Department.

3.1 Employees will: advise persons who are not employees of ISLHD who wish to undertake a research project which involves access to ISLHD sites and/or patients for whom ISLHD is responsible that they will need to apply for an honorary appointment to ISLHD to do so.

3.2 Line Managers will: ensure ISLHD staff are aware of the requirements for honorary appointments for persons not employed by ISLHD who propose to undertake research on ISLHD sites or which would involve patients for whom ISLHD is responsible.

3.3 Heads of Departments will:

- review applications for honorary appointments
- if necessary, interview the applicant
- determine whether additional screening in relation to Child Protection legislation, Aged Care checks and immunisation status is required
- for nursing and allied health professionals who seek approval to conduct research involving patients for whom ISLHD is responsible the Head of Department will

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verify the professional registration records of the applicant and may forward the application to the relevant credentialing committee for advice.

3.4 The Research Support Office will: advise the Chief Executive or delegate as to the suitability of the applicant for appointment and the conditions of appointment.

3.5 Medical staff will: if registered, be appointed to conduct research through the procedures to appoint an Honorary Medical Officer.

4. PROCEDURE

Persons who apply for appointment as an Honorary Research Associate will, depending on their role and responsibility, require evidence of collaboration with or supervision of an ISLHD clinician for the proposed research project.

Appointments will be for the duration of a proposed project which has current Human Research Ethics Committee approval and specifically for activities, approved by ISLHD, undertaken as part of that project.

The Chief Executive or delegate may extend an honorary appointment for additional research projects.

In seeking an extension of their appointment applicants need to provide details of the proposed project and associated ISLHD clinician(s).

Applications for extension or renewal of appointment should be lodged in writing through the ISLHD Research Support Office.

These procedures also apply to post-graduate research students who are not undertaking research as part of an entry into a health-related occupation training course – set out in the NSW Ministry of Health document – *Student Placement Agreement for Entry into a Health Occupation*.

4.1 If, following discussions between the applicant, ISLHD Clinician/Supervisor and ISLHD Head of Department it is agreed to pursue an application for appointment to ISLHD as an Honorary Research Associate, an application should be lodged with the ISLHD Research Support Office.

The application should include:

- A completed Application Form detailing the proposed research activity, the role and responsibilities of the applicant and ISLHD clinician(s), the agreement by ISLHD clinician(s) to act in collaboration with or to supervise the applicant in the proposed research project and the support of the relevant ISLHD Head of Department

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- A copy of the applicant's Curriculum Vitae highlighting relevant training and experience
- Certified copies of Qualifications/Registration (Nursing and Allied Health applicants) if applicable
- Proof of Identification (100 points)
- Completed Criminal Record Check in accordance with NSW Ministry of Health Policy Directive PD2013_028 - Employment Checks – Criminal Record Checks and Working with Children Checks
- Working with Children Declaration (if required)
- Details of Immunisation status in accordance with NSW Ministry of Health Policy Directive PD2011_005 – Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases
- Evidence of indemnity and insurance cover relevant to proposed activities in accordance with NSW Ministry of Health Policy Directive PD2011_006 – Clinical Trials – Insurance and Indemnity
- Signed NSW Ministry of Health Code of Conduct (page 9 of Policy Directive PD2012_018).

4.2 The Head of Department will determine whether additional information is required including screening for Child and Aged Care related activities. The applicant will submit the application to the ISLHD Research Support Office for processing for approval.

4.3 The ISLHD Research Support Office will prepare a brief and submit the application to the Chief Executive or delegate for consideration and approval.

4.4 The ISLHD Research Support Office will advise the applicant of the outcome of their application.

4.5 A copy of the letter of appointment is forwarded to the relevant ISLHD Head of Department. Records will be retained by the ISLHD Research Support Office.

4.7 Appropriate security access authorisations will be approved by the relevant ISLHD Head of Department.

5. TERMINATION

The appointment may be terminated by ISLHD for any substantiated instance of a breach by the Honorary Research Assistant of NSW Ministry of Health Policy Directives, ISLHD Policies, Procedures and Guidelines, legislative provisions, statutory requirements or clinical ethics.

6. DOCUMENTATION

Application for Appointment Form

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7. AUDIT

The Director Research Governance to audit compliance with procedures as required.

8. REFERENCES

National Statement on Ethical Conduct in Human Research (2007)

Australian Code for the Responsible Conduct of Research (2007)

NSW Ministry of Health Code of Conduct – PD2012_018

NSW Ministry of Health - Authorisation to Commence Human Research in NSW Public Health Organisations - PD2010_056

NSW Ministry of Health – Research Governance in NSW Public Health Organisations - GL2011_001

NSW Ministry of Health – Employment Checks – Criminal Record Checks and Working with Children Checks - PD2013_028

NSW Ministry of Health – *Student Placement Agreement for Entry into a Health Occupation*

NSW Ministry of Health – Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases - PD2011_005

NSW Ministry of Health – Clinical Trials – Insurance and Indemnity – PD2011_006

9. REVISION AND APPROVAL HISTORY


Date	Revision No.	Author and Approval
May 2013	0	Margaret Rose – Director Research Governance Approved by Executive Clinical Management Committee 8.5.2013.
September 2013	1	ISLHD OPS F 301 and ISLHD DOC 20 removed from appendix. ISLHD OPS F 244 updated. Approved for release Margaret Rose – Director Research Governance.

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APPENDIX 1 – Honorary Appointment Application Form

(to print go to [ISLHD Forms and Templates >> non clinical >> research](#) page)



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APPOINTMENT OF HONORARY RESEARCH ASSOCIATE APPLICATION FORM

APPLICANT'S DETAILS	
Name	
Organisation/Department	
Email Address	Phone Number

PROJECT DETAILS	
Project Title	
Role in Project	
HREC Approval	<input type="checkbox"/> Pending <input type="checkbox"/> Approved
HREC Reference Number	

In submitting this application form I affirm that:

1.	I have read and agree to comply with the conditions of HREC approval and the specific requirements of the ISLHD site authorization to conduct the project.
2.	I understand that this appointment is for the purpose of conducting this project and is only valid with a current Human Research Ethics Committee approval.
3.	I have read and understood the NSW Ministry of Health Code of Conduct and agree to abide by the provisions set out in this Code in relation to my involvement in this project for the purposes of which I have been offered this appointment.
4.	I am familiar with and agree to comply with the principles of the <i>Australian Code for the Responsible Conduct of Research</i> and the <i>National Statement on Ethical Conduct in Human Research</i> .
5.	I understand that I will have access to confidential data which will include the identity of, and personal and medical information on, individual persons.
6.	I undertake to preserve the confidentiality of these data. I will not use identified or potentially-identifiable data collected for the purpose of this project for any other purpose, or supply it to any third party, without the consent of the individual to whom the data relates, the approval of the Data Custodian and the approval of a properly constituted Ethics Committee.
7.	I have been informed of, will make myself familiar with and agree to observe the Laws, Rules, Regulations, Policies and Procedures of the NSW Ministry of Health and the ISLHD relevant to my involvement in this project.
8.	I agree to attend any mandatory training as required by ISLHD.
9.	I understand that the ISLHD reserves the right to withdraw this offer of appointment if I fail to meet the above requirements.
10.	In the event of my resignation or termination from my honorary status at ISLHD, I will return any hospital property provided to me (i.e. ID Badge, keys etc.).

Signature of applicant:	Date:
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