

Notification of research project at the ECU Health Centre

Purpose

The purpose of this document is to inform the ECU Health Centre Committee (ECU HCC) of research projects which plan to utilise the ECU Health Centre premises (including the Wanneroo GP Super Clinic), staff, students, patients and/or patient records (please note that patient records will not be accessed by non-clinicians for the purpose of targeted participant recruitment). The ECU HCC will use this information to promote the research, its outcomes, and impact within the community.

Background

On 6 September 2011, the University signed a Funding Agreement with the then titled Commonwealth Department of Health and Ageing to establish a primary health care clinic in Wanneroo to deliver integrated, multidisciplinary services which are responsive to community needs and priorities, accessible, culturally appropriate, affordable, supportive of preventive care, and support the future primary care workforce. This led to ECU establishing the ECU Health Centre at 30 Dundee Road, Wanneroo.

The Independent Practitioner Network (IPN) entered into a Services Deed with ECU to operate the Wanneroo GP Super Clinic (WGPSC) within the Centre. The WGPSC provides general practice, allied health, pathology collection and pharmacy services. IPN occupies Level 1 (ground floor), and part of Level 2.

Also located on Level 2 of the ECU Health Centre is the ECU Psychological Services Centre. Within the ECU Psychological Services Centre, ECU has created the ECU clinic space. This includes a reception and waiting area, 2 joinable meeting rooms, 6 consulting rooms, 1 observation room, 3 offices for ECU Psychological Services Centre staff, a student hot desk area and a large lunch room that can serve all health care staff in the building. The remainder of the ECU Health Centre building will be let to commercial tenants, preferably offering healthcare services.

ECU has formed the ECU HCC to oversee all operational aspects of the ECU Health Centre, including the management of both the Funding Agreement with the Commonwealth Department of Health and the Services Deed with IPN, approve and oversee all activities in the ECU clinic space including the assessment of applications from ECU stakeholders requesting access, and carry responsibility for all research activities conducted at the ECU Health Centre.

Process of notification

This process applies to all research undertaken by ECU staff and students, and research projects must be approved prior to any contact with any staff or patients of any entity within the ECU Health Centre.

1. Complete the *Notification of research project at the ECU Health Centre* form.
2. Have the form endorsed by the Executive Dean of the School or the Director of the Research Institute.
3. Submit the endorsed form to the Project Coordinator, Strategic Health Projects.

Once submitted, endorsed notification forms will, within a two week period, be reviewed by relevant members of the Teaching, Training and Clinical Governance Advisory Group (TTCG AG). Subsequent to TTCG AG review, advice will be provided to the ECU HCC/Executive, who will advise whether the utilisation

of the ECU Health Centre premises (as described above) is approved. Approved forms will be counter-signed by Professor Cobie Rudd, Deputy Vice-Chancellor (Strategic Partnerships), and Chair, ECU HCC. When the notification has been counter-signed, an acknowledgement email will be sent to the applicant.

Please allow four weeks for the processing of new and extension research notification forms.

Reporting

Brief reports on the research project need to be submitted to the ECU HCC at the end of each calendar year of the project or at the end of the project, whichever comes first. The format of the report is to be less than one page and should:

- Describe progress to date;
- Describe any adverse events; and
- State any outcomes achieved.

To reduce paperwork and workload, any milestone/annual/final or ethics report for the research project may be substituted for the above brief report.

Contact

All queries regarding this document and process should be directed to Ineke Krom, Project Coordinator, Strategic Health Projects, ph: (08) 6304 2583, email: i.krom@ecu.edu.au.

RESEARCH DESCRIPTION

Date		
Title of research program or project		
School / Institute		
List investigators and their organisation affiliations <i>Add more lines if required</i>	<i>[Insert name of Chief Investigator or primary contact]</i>	<i>[Insert contact details and organisation affiliation]</i>
	<i>[Insert name of investigator]</i>	<i>[Insert contact details and organisation affiliation]</i>
	<i>[Insert name of investigator]</i>	<i>[Insert contact details and organisation affiliation]</i>
Brief description of the project	<i>[Insert short (≤100 words) project abstract, including information on required access to patients and/or patient records, and overall project goals and outcomes aimed at improvements in research and/or teaching and/or clinical training.]</i>	
Timeframe of the project	From:	
	To:	
Ethics Committee and approval number	<i>[Insert name of relevant Ethics Committee/s (ECU internal and external, if applicable)]</i>	
	<i>[Insert approval number]</i>	
Source of funding for the project	<i>[Insert funding source, if applicable]</i>	

ENDORSEMENT

<p>ENDORSED:</p> <p>[INSERT EXECUTIVE DEAN/DIRECTOR OF SCHOOL/RESEARCH INSTITUTE HERE]</p> <p>DATED:</p>	<p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved</p>
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Return completed and signed application form to:
i.krom@ecu.edu.au

ENDORSEMENT	
<p>ENDORSED: PROFESSOR COBIE RUDD, DEPUTY VICE-CHANCELLOR (STRATEGIC PARTNERSHIPS), AND CHAIR, ECU HEALTH CENTRE COMMITTEE</p> <p>DATED:</p>	<p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved</p>