Being a researcher at Alfred Health – Information Sheet

This document describes the arrangements that need to be in place for someone to be a researcher at Alfred Health to cover the liability of researcher conduct.

Any necessary arrangements for honorary appointments and Student Placement Agreements or Schedules should commence as early as possible, preferably before researchers submit their ethics and/or Site Specific Assessment applications to the Office of Ethics & Research Governance.

This document does not address issues such as data transfer, intellectual property and research funding, which can be addressed in a Research Agreement if required.

**Background and definitions**

When a person conducts research at Alfred Health, various risks arise for the researcher and for Alfred Health, e.g. the risk of a participant suffering harm or the risk of a data breach. The requirements in this document are to ensure that the people involved in the research activities are insured. For the purposes of this document, ‘research’ includes any contact with Alfred Health patients and/or staff or information about them.

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<th>Student Placement</th>
<th>The placement of a Student with Alfred Health for supervised practical experience in a relevant discipline.</th>
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| Student           | Any person enrolled in an academic program or course offered by an education provider. A Student:  
  • could potentially undertake various activities, including clinical or research activity  
  • may be undertaking either undergraduate or postgraduate study;  
  • may or may not be an Alfred Health employee |
| Student Placement Agreement | A formal agreement between Alfred Health and an education provider that sets out the arrangements for Student Placements. This includes the Schedules described below. |
| Schedule 1        | This is used for adding new courses to an existing Student Placement Agreement. Once signed, each Schedule 1 forms part of the Student Placement Agreement. |
| Schedule 3        | This is the Student Undertaking part of the Student Placement Agreement. Each Student must complete and sign Schedule 3. |
| Contract Checklist| This is an internal Alfred Health checklist that needs to be included with every agreement that is submitted for signing via the Legal Office at Alfred Health. |

**Requirements for a person who wishes to conduct research at Alfred Health**

**(A) In the capacity of an Alfred Health employee**

If the employee will be conducting research as part of their Alfred Health employment duties, this should be specified in their research application and confirmed by the person’s Head of Department signature.

If an Alfred Health employee wishes to conduct research in their capacity as a Student researcher, e.g. for a Masters or PhD, refer to Section C.

**(B) In any other capacity (but not a Student)**
If a person who wishes to conduct research is not an Alfred Health employee or a Student, an agreement such an honorary employment agreement with Alfred Health must be in place that authorises the research activity. Confirmation must be provided to the Office of Ethics & Research Governance.

If an honorary employment agreement is required, the relevant Alfred Health Department should contact Workforce.

(C) In the capacity of a Student

If a person wishes to conduct research as a Student, the following requirements must be satisfied:

1. A Student Placement Agreement between Alfred Health and the Student’s education provider must be in place. A list of current Student Placement Agreements can be found on the Alfred Health intranet on the Legal Office page. If a new Student Placement Agreement is required, the Office of Ethics & Research Governance can liaise with the Legal Office to arrange it.

2. The Student Placement Agreement must cover the Student’s course. A list of courses covered by each Student Placement Agreement can be found on the Alfred Health intranet on the Legal Office page. If the Student’s course is not covered, the Office of Ethics & Research Governance can provide the researcher with a template Schedule 1, which must be completed and signed by the education provider. The researcher must also provide the Office of Ethics & Research Governance with a completed Contract Checklist.

3. The Student must complete and sign the Student Undertaking as set out in Schedule 3. A signed copy must be provided to the Student’s education provider and to the Alfred Health department where the research will be conducted. The Office of Ethics & Research Governance does NOT need a copy.

4. The Student must provide the Office of Ethics & Research Governance with:
   - a letter of support from the Director of Medical Student Programs - if the person is a Monash University medical Student; or
   - a placement letter from the course administrator – if the person is a Monash University Bachelor of Medical Science (Hons) Student.

Other information:

The Office of Ethics & Research Governance may request confirmation of the above arrangements being in place prior to ethics approval and/or authorisation of research applications.

For further information or questions contact:

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