Nursing Services at Alfred Health receives a number of requests from nurses wishing to undertake research, including those undertaking postgraduate studies. A number of requests are also received from other health professionals wishing to involve Alfred Health nurses as study participants, recruiters or data collectors. In order to facilitate this process, the Nursing Research Advisory Committee (NRAC) meets monthly to review each application and provide feedback prior to the initial submission to the Human Research Ethics Committee. The NRAC considers the possible impact of the research on the nursing workforce.

All research proposals must be submitted for approval to the Alfred Hospital Ethics Committee, which meets monthly. However, it is essential that nursing applications or applications involving nurses are processed via the Nursing Research Advisory Committee prior to submission to the Ethics Committee.

The recommended process is as follows:

- In order to determine the feasibility of undertaking research involving nurses at Alfred Health, researchers are required to submit their application to the NRAC chairperson Professor Tracey Bucknall, Director of Nursing Research, Alfred Health prior to submitting their research applications to the Alfred Hospital Ethics Committee;
- An Application for NRAC Review form and Nursing Resource Declaration form should be submitted along with the documentation required for the Alfred Hospital Ethics Committee;
- Documents and signed forms are required to be submitted to the NRAC chairperson via the email: nursingresearch@alfred.org.au;
- Please ensure all documents submitted by email are less than 1MB in size. Splitting documents into separate parts is accepted; however, please clearly label all documents.
- Applications are to be submitted by 9am, 7 working days prior to the NRAC meeting
- Once applications are received, submissions are triaged for NRAC review or expedited review by the NRAC chairperson. Further details can be found on the Alfred Health intranet.

### Nursing resources to conduct research

Projects involving nursing resources must be considered by the NRAC before submission to the Ethics Committee. Research activities may include clinical procedures, data collection, distribution of questionnaires, answering questionnaires or involvement in interviews or focus groups, research-related contact with patients and/or their families.

### Nursing Research Advisory Committee Meetings

**Venue:** Meeting Room 1, 2nd Floor, East Block, The Alfred  
**Time:** 2:00 - 3:00pm, Tuesdays

<table>
<thead>
<tr>
<th>Applications due by 9am</th>
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<tr>
<td>6 February</td>
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5 June     13 June
3 July     11 July
31 July     8 August
4 September     12 September
2 October     10 October
6 November     14 November

If you have any questions about the process or requirements for submission, please contact nursingresearch@alfred.org.au; 9076 5007.