

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.

Any necessary arrangements for honorary appointments and Student Clinical 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

When a person conducts research at Alfred Health, various risks arise for the researcher and for Alfred Health, such as the risk of a participant suffering harm or the risk of a data breach. The requirements in this document help to ensure that the people involved in the research activities are insured.

Definitions

The following definitions apply for the purposes of this document:

Research	Any research conducted at Alfred Health, including any contact with Alfred Health patients and/or staff or information about them.
Student	Any person enrolled in an academic program or course offered by an education provider, who is placed at Alfred Health. The person: <ul style="list-style-type: none"> • could potentially undertake various activities, including clinical, non-clinical or research activity; • may be undertaking either undergraduate or postgraduate study; • may or may not be an Alfred Health employee.
Student Clinical Placement Agreement	A formal agreement between Alfred Health and an education provider that sets out the arrangements for the placement of Students at Alfred Health. This includes the Student Placement Schedule described below.
Student Placement Schedule	This is used for adding new courses to an existing Student Clinical Placement Agreement. Once signed, each Student Placement Schedule forms part of the Student Clinical Placement Agreement.
Student Undertaking	This is a document that each Student (except if an Alfred Health employee) must sign before commencing research at Alfred Health, as required in the Student Clinical Placement Agreement.
Contract Checklist	This is an internal Alfred Health checklist that needs to be completed before an agreement 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 an Alfred Health employee wishes to conduct research as part of their Alfred Health employment duties, this must be specified in their research application and confirmed by the person's Head of Department signature on the research application.

(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 honorary employment agreement with scope to conduct the research must be in place between the person and Alfred Health. Confirmation of the honorary employment agreement must be provided to the Office of Ethics & Research Governance.

If an honorary employment agreement is required, the Alfred Health Department responsible for the research should contact Workforce to arrange it.

(C) In the capacity of a Student

If a person wishes to conduct research as a Student (e.g. for a Masters or PhD), the following requirements must be satisfied:

- 1 A Student Clinical Placement Agreement between Alfred Health and the Student's education provider must be in place. A list of current Student Clinical Placement Agreements can be found on the Alfred Health intranet on the Legal Office page. If a new Student Clinical Placement Agreement is required, the Office of Ethics & Research Governance can liaise with the Legal Office to arrange it.
- 2 The Student Clinical 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 Student Placement Schedule, 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 the relevant requirements in the Standardised Student Induction Protocol (see <https://www2.health.vic.gov.au/health-workforce/education-and-training/student-placement-partnerships/standardised-student-induction-protocol>), including the requirement to sign the Student Undertaking. A signed copy of the Student Undertaking 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 Monash University Students 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
 - A placement letter from the course administrator – if the person is a Monash University Bachelor of Medical Science (Hons) Student.
 - A Letter of support from the course administrator – if the person is a Monash University Student undertaking BSc(Hons) - course code S3701, BBiomedSc(Hons) - course code M3702 or PhD - course code 0047/4000

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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