**USE OF ALFRED HEALTH SERVICES, EXTERNAL RESEARCHERS AND STUDENTS**

1. **Are Hospital resources required?** Yes [ ]  No [ ]

If *Yes*, please indicate below and complete the relevant Resource Centre Declaration (RCD).

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| **Resource/Service Signed RCD provided?** [ ]  Pathology Yes [ ]  No [ ]   [ ]  Anatomical Pathology Yes [ ]  No [ ]   [ ]  Radiology & MRI Yes [ ]  No [ ]   [ ]  Nuclear Medicine Yes [ ]  No [ ]   [ ]  Radiation Oncology Yes [ ]  No [ ]   [ ]  Clinical Trials Pharmacy Yes [ ]  No [ ]   [ ]  Cardiology Yes [ ]  No [ ]   [ ]  Nursing Services/ Nursing Staff Yes [ ]  No [ ]   [ ]  Health Information Services Yes [ ]  No [ ]   [ ]  Lung Function Yes [ ]  No [ ]   [ ]  Data and Analytical Services Yes [ ]  No [ ]   [ ]  Sleep Laboratory Yes [ ]  No [ ]   [ ]  Intensive Care Services Yes [ ]  No [ ] ***Other******Resource/Service\****  ***Please provide the*** ***General Service RCD***Other *(please list below)* Yes [ ]  No *[ ]*  |
| *\*For* ***‘Other’ hospital resource/service****, please use the General Service RCD to indicate the service and type of resource/support being provided.* *Each resource/service must be signed off by the relevant Manager/Head of Department.* |

**2.** Aside from the above service departments, which other hospital departments are involved in the research? *Please note that Heads of Supporting Departments should sign the relevant declaration in the SSA Form to confirm that the department can provide the requested support.*

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| ***Supporting Departments*** | ***Name of Head of Department*** |
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It is strongly recommended that staff in the relevant hospital department/unit/clinic be consulted when the project is being developed (e.g., some units hold monthly meetings where prospective researchers can ‘pitch’ or discuss their projects). This will facilitate good communication and will help to ensure that logistical concerns have been taken into account and will not impede the conduct of the project.

**3.** Are there any student researchers on the research team?*Note: A Student Clinical Placement Agreement must be in place if the student researcher will be interacting with Alfred Health patients, accessing patient information or assisting with the research project on Alfred Health premises. This also applies to Alfred Health staff conducting the project as a student.*

Yes [ ]  No [ ]

If *Yes*,

1. has a Student Clinical Placement Agreement between Alfred Health and the Education Provider been signed? (Check the Legal Office intranet page)

Yes [ ]  No [ ]  *If No, the student’s involvement in the research must not commence
 until this requirement has been fulfilled.*

1. has a Schedule to the Student Clinical Placement Agreement specifically for the student’s course been signed.

Yes [ ]  No [ ]  *If No, the student’s involvement in the research must not commence
 until this requirement has been fulfilled.*

1. has the Alfred Health department procured a copy of the student’s completed [Student Undertaking](https://www2.health.vic.gov.au/health-workforce/education-and-training/student-placement-partnerships/standardised-student-induction-protocol) for their records?

Yes [ ]  No [ ]  *If No, the student’s involvement in the research must not commence
 until this requirement has been fulfilled.*

**4.** Are there any (non-student) researchers on the research team at Alfred Health who do not have an Alfred Health appointment? *Note: External researchers must have an honorary appointment if they will be interacting with Alfred Health patients, accessing patient information or assisting with the research project on Alfred Health premises.*

Yes [ ]  No [ ]  *If Yes, evidence of honorary appointment (i.e. copy of the honorary
 appointment letter) must be included in the submission.*