

## RBWH Research Services Update

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### Annual Reports for Ethics and Governance

As previously advised, to ensure ongoing ethical approval, Annual Reports for all research studies are to be submitted by 30 April each and every year. For researchers who have not, as yet, submitted an Annual Report for the closing date of 30 April 2020, please submit **NOW**. If an annual report is not received following a reminder, ethics approval will automatically cease on a date to be specified. The Annual Report is available on the RBWH Research website at: <https://metronorth.health.qld.gov.au/rbwh/research/ethics/post-approval>.

Please Note: There is now no longer a requirement to submit a separate Annual Report to the RBWH Research Governance Office (RGO). The Annual Report submitted to the HREC on ERM will be reviewed simultaneously by the RBWH RGO. Researchers will receive one acknowledgement from the HREC and RGO.

### Research trials day

Thanks to everyone who took the time to take a photo of your research teams in action. Gaining some input from Prof Cliff Pollard was insightful. The journey of research activities over the years at the RBWH highlights the world class research environment we have and continue to foster.

### Internet

The RBWH Research page has been launched with ongoing updates. Is there something you want to see added to the site, send an email to [Therese.Starr@health.qld.gov.au](mailto:Therese.Starr@health.qld.gov.au) or RBWH-ESO-Research @health.qld.gov.au with your suggestions.

<https://metronorth.health.qld.gov.au/rbwh/research>

### Mentors

Have you nominated to be a research mentor via the Consultation hub?

<https://metronorth.citizenspace.com/rbwh-intensive-care-services/8d1606d5>

Once you complete this registration, please email [Therese.Starr@health.qld.gov.au](mailto:Therese.Starr@health.qld.gov.au) to request the Mentor Information set for publishing on the Internet.

### COVID-19 Screening Checklist

Research activities remain ongoing and we thank everyone for their commitment to research and ability to adapt practices during this time. Where it is safe to do so, new studies are able to commence as per local department sign-off.

On behalf of MNHHS Office of Research:

*With respect to monitors and other external research personnel recommencing site-visits, the COVID-19 Clinical Screening Checklist implemented by the Metro North-EOC has now been revised and adapted for use with patients and any visitors to the HHS. This checklist is hosted on the Metro North COVID-19 extranet page <https://metronorth.health.qld.gov.au/extranet/coronavirus> and should be completed by external research/clinical trial visitors i.e. monitors/sponsors/proctors/field specialists in addition to research patients before entering a Metro North facility.*

## BDHP Agreement

The BDHP Research Passport Agreement is a collaborative agreement between all BDHP Partners. The agreement aims to streamline the approval process for researchers, saving them time and legal costs. The BDHP Agreement has recently been updated and is available via the [website](#) or you can request a copy via the Research Governance Manager ([RBWH-RGO@health.qld.gov.au](mailto:RBWH-RGO@health.qld.gov.au)).

## Site Specific Assessment Application (SSA) cover letter

What to include in the cover letter?

1. Provide us with a list of all the documents you have submitted (version number and date)
2. Let us know if you are doing a [parallel submission](#),
3. Let us know if you have included a draft agreement and who has reviewed the agreement and lastly
4. Let us know if any documentation/signatures are still outstanding. Head of Department sign off and/or letters of support must be signed by the appropriate Head of Department, who **cannot** be on the research team.

## ERM Submissions

Both RGO and HREC request that you do not send an email to them detailing your ERM submission.

**This is NO LONGER required.**

All submissions are to be submitted via ERM only. The RGO and HREC offices do not accept email submissions. If your sponsor is requesting acknowledgment of a submission, please use the snipping tool or screen shot functions to capture the submission of your documents. Example below

Form Status	Review Reference	Date Modified	NMA
Authorised	RGO Rpls/2020/QRBW/33259 (May ver 2)	07/05/2020 13:02	Project is for NMA

  

Navigation	Documents	Signatures	Collaborators	Submissions	Correspondence	History
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### Form History

Search history...

Date	User	Description	Attachment
22/05/2020 9:59 AM	Review user	Form status changed from Validated to Authorised.	<a href="#">Download</a>
22/05/2020 9:59 AM	Review user	Form status changed from Acknowledged to Validated.	<a href="#">Download</a>
08/05/2020 1:25 PM	Review user	Form status changed from Submitted to Acknowledged.	<a href="#">Download</a>
07/05/2020 1:02 PM	Ms Therese Starr	Form submitted	<a href="#">Download</a>
07/05/2020 1:02 PM	Review user	Form status changed from Withdrawn by Researcher to Archived.	<a href="#">Download</a>
07/05/2020 1:00 PM	Ms Therese Starr	Form status changed from Submitted to Withdrawn by Researcher.	<a href="#">Download</a>
07/05/2020 12:23 PM	Ms Therese Starr	Form submitted	<a href="#">Download</a>
07/05/2020 12:12 PM	Miss Heather Cleland	The form has been updated	<a href="#">Download</a>
06/05/2020 2:52 PM	Ms Therese Starr	Post Authorisation Notification Form - RGO has been created as a sub-form.	<a href="#">Download</a>

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## ESO Support Research Services

Leah Svenson will be on maternity leave from 12<sup>th</sup> June 2020 returning 14<sup>th</sup> June 2021. Maxine Hooper will be joining the Research Services team during Leah's leave period. Congratulations to Maxine on obtaining this appointment and welcome to the team. We also wish Leah all the very best during her maternity leave.

Please use the following email address for your Research Services enquiries:  
[RBWH\\_Research\\_ESO@health.qld.gov.au](mailto:RBWH_Research_ESO@health.qld.gov.au)