

Metro North - wide

Procedure

Effective from: December 2019

Review date: November 2020

Research: Intellectual Property 004415



1. Clinical Governance



2. Partnering with Consumers

Purpose and intent

Intellectual Property is an important asset in the provision of health services in the twenty-first century and is an integral component of Metro North Hospital and Health Service's (Metro North) research strategy, teaching functions, and to its broader operations to support research innovation activities.

Metro North is committed to appropriate and responsible creation, management and exploitation of Intellectual Property in order to maximise positive health outcomes by promotion of knowledge transfer to commercialise its research outputs where appropriate to facilitate and encourage access of others to such innovation.

The purpose of this procedure is to support consistent approaches to the creation, management and exploitation of Intellectual Property across Metro North.

Scope and target audience

This procedure applies to:

- all Metro North clinical and non-clinical staff (permanent, temporary and casual) and all organisations and individuals acting as its agents (including Visiting Medical Officers and other partners, contractors, consultants and volunteers) engaged in the creation, management and exploitation of Intellectual Property.
- all settings across the health continuum including community, primary, acute, rehabilitation and residential care health services within Metro North

Procedure

Ownership of Intellectual Property

In accordance with general law principles and unless otherwise agreed, Metro North owns all Intellectual Property created by employees in pursuance of the terms of their employment or using the materials and resources of the Metro North. The terms of an employee's duty to create Intellectual Property may be inferred from the relevant circumstances and includes:

1. All Medical Records created in the course of the health operations of the Metro North are the Intellectual Property of Metro North.

2. All Intellectual Property resulting from a research project developed under a Site-Specific Assessment (SSA) approval by employees of Metro North shall, at first instance, vest in the Metro North. The lack of an SSA shall not reverse this position.
3. All Intellectual Property in Teaching Materials created by Metro North employees shall, at first instance, vest in the Metro North.
4. All Intellectual Property created by Metro North employees for use in, or as a result of, clinical services provided by Metro North shall vest in Metro North. Intellectual Property created by employees that is not connected with the performance of an employment role shall not vest in the Metro North.

The Chief Executive, Metro North has delegated the responsibility of deciding requests for waiver of ownership of Intellectual Property set out in this Procedure to the Executive Director, Metro North Research. As such, the Executive Director, Metro North Research may waive the ownership of Intellectual Property set out in this procedure upon written request and written approval.

Visitors and Students

Visitors and students shall not be permitted to work on projects which may result in Substantial Intellectual Property Assets until their visit is the subject of a valid written agreement which determines the ownership of Intellectual Property resulting from that visit.

Unless otherwise agreed, Intellectual Property generated by students and visitors shall not vest in the Metro North. Please refer to the procedure [Research: Honorary Appointments, Research Students and Visitors \(PROC004418\)](#) for further details.

Resources and Facilities

Metro North employees shall not use the data, resources or facilities of the Metro North in order to create their own Intellectual Property or Intellectual Property for a third party, unless:

- A waiver of the rights of the Metro North in such Intellectual Property has been given in writing;
- There is an existing written agreement in relation to such Intellectual Property with contrary terms such as a collaboration agreement with others.

Under no circumstances shall Metro North employees assert ownership of Intellectual Property in Medical Records.

Recording Intellectual Property

It is the duty of every Metro North employee to give a notification of any Substantial Intellectual Property Asset which vests in the Metro North under this Procedure.

Metro North maintains a register of Substantial Intellectual Property Assets through the Executive Director, Research Metro North. Metro North may disclose the register of Substantial Intellectual Property Assets to the State of Queensland from time to time.

Irrespective of whether Intellectual Property is a Substantial Intellectual Property Asset, it is also the duty of every Metro North employee to keep adequate records of any Intellectual Property created in the course of their employment and to retain materials in which such Intellectual Property may subsist.

At a minimum, Metro North employees shall endeavour to record:

- The nature of the Intellectual Property created.
- The details of the person or persons that created such Intellectual Property.
- The date and times of the creation of the Intellectual Property.

- Any circumstances, such as collaboration agreements or other events relevant to the creation of the Intellectual Property.

On request from the Metro North, an employee will provide records of Intellectual Property and materials in the employee's possession in which Intellectual Property subsists to the Metro North.

Protecting Intellectual Property

Metro North employees may make a written request that the Metro North through the Executive Director, Research Metro North to take steps to protect Intellectual Property, including by registration of intellectual property rights or some other act.

The decision maker in relation to protection of Intellectual Property shall be the Executive Director, Metro North Research. The decision maker shall consider the following when considering a request to take steps to protect Intellectual Property:

- The ownership of the Intellectual Property.
- The value of the Intellectual Property to the public health sector in Queensland.
- The cost of the proposed protection steps.
- Whether the protection of the Intellectual Property is justified in the circumstances.
- Such other factors as may be pertinent to the proposed protection of the Intellectual Property.

The decision maker shall provide written reasons for their decision in relation to the proposed protection of Intellectual Property and may suggest alternative means or steps for Intellectual Property protection that are deemed appropriate. The decision shall be made promptly within two weeks of a request. Employees requesting that steps be taken to protect Intellectual Property should make that request at least two week prior to when a decision is required. Decisions should be made at least two weeks before any relevant and required patent application date or response date specified by a patent examiner's office, where the decision maker has been made aware of the date of a required response.

Collaborating with Others

Metro North actively collaborates with institutions and industry partners on projects resulting in Intellectual Property. When entering into negotiations in relation to these collaborations, Metro North employees shall be guided by the following principles regarding Intellectual Property:

- Where it is deemed likely that Intellectual Property shall result from collaboration with others, there must be a written agreement setting out the terms of the collaboration and the ownership and usage of resulting Intellectual Property.
- Generally, where Intellectual Property which would otherwise vest in the Metro North is assigned to another party, Metro North should use best endeavours to ensure that:
 - there is an appropriate sub-licence back to the Metro North for future public health purposes, including for potential sub-licensing to other HHSs or the Department of Health in Queensland;
 - where there is a prospect of commercial revenue generation from Intellectual Property, Metro North is entitled to receive a portion of such commercial revenue; and,
 - unless circumstances otherwise deem appropriate, Metro North' portion of commercial revenue should reflect its contributions (including inventive contributions) to the collaboration;
 - that if possible, early access to a commercialised product such as in the form of a prototype or purchase of a commercialised product at less than market rate is negotiated.

- Where practicable, written agreements relating to development, management and exploitation of Intellectual Property should be referred to Metro North Legal Services for review.
- Where the collaboration involves conjoint employment of a person, the conjoint appointment must distinguish between the activities of the employee for each employer and Intellectual Property will vest in each employer depending on the relevant activities in which the Intellectual Property has been created.
- In the event Metro North engages a contractor to create new Intellectual Property, then it is the general expectation that such Intellectual Property will be assigned to Metro North unless defensible reasons exist not to make such assignment.

Using Intellectual Property of Others

Metro North respects the Intellectual Property rights of other parties, and Metro North employees shall not use the Intellectual Property of third parties without licence or appropriate permission.

Metro North employees shall report suspected infringements of Intellectual Property of third parties to the Executive Director, Research Metro North.

Metro North employees shall not introduce, use or exploit their own Intellectual Property in the course of performing their employed duties without first entering into a written agreement with the Metro North.

Using Intellectual Property of the Service

Metro North employees shall take all reasonable steps to exploit and promote the use of Intellectual Property in the following manner:

- Obtaining the maximum benefit of public health service operations.
- Ensuring that Intellectual Property is used ethically.
- Minimising the prospects of legal or financial risks to the organisation.

Metro North employees shall record and document proposed usage of Intellectual Property in the course of clinical and business operations.

Any Commercialisation, licence or transfer of Intellectual Property of the Metro North must be subject to a written agreement:

- Which is in the best interests of the Metro North;
- Has been reviewed by Metro North Legal Services prior to execution (unless it has been prepared using a Metro North Legal Services approved template with no significant changes); and,
- Has been executed by a Contract Signing Delegate with an appropriate signing delegation.

Metro North acknowledges that Intellectual Property created prior to 1 July 2014 may vest in the Department of Health. Metro North employees shall ensure that a licence is obtained from the Department of Health in respect of such Intellectual Property.

Metro North employees shall report suspected infringements of Intellectual Property of Metro North to the Executive Director, Metro North Research.

Sharing the proceeds of Intellectual Property

Metro North will aspire to the following principles regarding the sharing of proceeds of Intellectual Property.

Where the Metro North receives a proceed from the exploitation of Intellectual Property then it will make a distribution of such proceeds to the Metro North Hospital employees who invented or contributed to the creation of such Intellectual Property. Such distribution should endeavour to reflect the scope of the employee's invention.

Following an inventorship or authorship determination process, the Executive Director, Research Metro North will make the initial decision as to who of Metro North employees made a substantive contribution to the creation of the Intellectual Property. The Executive Director, Research Metro North would approve the relative distribution of returns of the share of net proceeds to the inventors/contributors to the creation and development of such Intellectual Property. It is the expectation that distributions to inventors or contributors shall reflect the scope of each creator's contribution.

Distribution to a contributor under this procedure shall not be affected by the death, resignation or retirement of the contributor.

Further distributions of net proceeds of developed Intellectual Property shall be made in equal portions to the clinical department in which the Intellectual Property was invented and to the Metro North Office of Research for re-investment in clinical research activities of Metro North.

Transfer to Employees and Determination of Ownership

A Metro North employee may make a written request for assignment of any Intellectual Property asset to which they have contributed. Alternatively, a Metro North employee may also request for a binding determination of ownership of any such Intellectual Property (For clarity, where Metro North has assigned its Intellectual Property rights in relation to the Intellectual Property asset to which the employee has contributed, this section won't apply).

The decision-maker in relation to determination of ownership of Intellectual Property shall be the Executive Director, Research Metro North.

The decision to assign such Intellectual Property shall include consideration of the following factors:

- The views of all authors, inventors and contributors of the Intellectual Property.
- Potential future uses of the Intellectual Property, including whether they are useful or required for health purposes.
- The extent to which the Intellectual Property is presently incorporated into the operations of the Metro North.
- The circumstances surrounding the creation of the Intellectual Property.
- The capacity of the proposed Assignee to invest in, develop and extract the best value for all parties including Metro North, the inventors/contributors and end users/beneficiaries of the resulting products.
- Any other factor considered pertinent by the decision maker.

The decision maker may seek legal or other expert advice in relation to the proposed decision.

The decision maker shall provide a requestor with written reasons of a decision regarding assignment or confirmation of ownership under this procedure.

An assignment of Intellectual Property to an employee under this procedure shall only be deemed to have been made upon the parties entering into a valid deed of assignment.

A deed of assignment may include conditions of assignment or retention of licence rights as deemed appropriate by the decision maker.

A determination of ownership under this procedure shall be conclusive of the position of the Metro North.

The decision shall be made promptly within two weeks of a request. Decisions should be made at least two weeks before any relevant and required patent application date or response date specified by a patent examiner's office, where the decision maker has been made aware of the date of a required response.

Scholarly and Academic Works

Intellectual Property in Scholarly or Academic Works shall be assigned by the Metro North to the authors of such works, on request, provided:

- The Scholarly or Academic Work does not contain the confidential information or patient information of the Metro North.
- The contents of such Scholarly or Academic Works are not the subject of a Collaboration Agreement with contrary terms.

Notwithstanding any Intellectual Property matters involved in a Scholarly or Academic Work, Metro North shall ensure attribution and acknowledgement of authorship contributions as described in the *Australian Code for the Responsible Conduct of Research* and the procedure [Research: Authorship \(PROC004416\)](#).

Moral Rights

Metro North shall take all reasonable steps to respect the Moral Rights of authors of Intellectual Property. However, nothing shall require Metro North to take action if the Moral Rights of an employee are infringed.

Metro North may require employees to waive Moral Rights in certain circumstances.

Dispute Resolution

Any dispute arising as a result of this procedure shall be referred to the Chief Executive of Metro North and the decision of the Chief Executive (or their nominated delegate) shall be final in resolution of the matter.

The Chief Executive may appoint a delegate other than the original decision maker (Executive Director, Metro North Research) to make a decision on the dispute.

The Chief Executive or their delegate shall inform the complainant and any other relevant person of the dispute and their proposed method for hearing the dispute within two (2) weeks of receiving a notice of dispute.

The Chief Executive or their delegate may interview or request documents from Metro North employees or perform such other acts or steps as they deem necessary to resolve the dispute.

The Chief Executive or their delegate may obtain expert assistance which they deem necessary in order to resolve the dispute.

The Chief Executive or their delegate shall issue a decision on the dispute within one (1) month of the dispute being raised, unless otherwise delayed because of the period required for provision of interviews or documents or other expert assistance required to resolve the dispute.

The decision of the Chief Executive or their delegate shall conclude the dispute.

Partnering with consumers

The active involvement of consumers and community members in health and medical research benefits the quality and direction of research. Consumer and community involvement is about research being carried out with or by consumers and community members rather than to, about or for them.

Patients and family members are to be encouraged and given the opportunity to ask questions, clarify information and actively participate in the development and communication of research. Staff are responsible for providing information in a way that is understandable and that meets their needs and are to check consumer's understanding of discussions.

Refer to the [NHMRC Statement on Consumer and Community involvement in Health and Medical Research](#) for further guidance on research with consumers.

Aboriginal and Torres Strait Islander considerations

The National Health and Medical Research Council (NHMRC) provide [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders 2018](#) and [Keeping research on track II 2018](#) as ethical guidelines for research with Aboriginal and Torres Strait Islander Peoples. These documents should be read alongside the [Guidelines for Ethical Research in Australian Indigenous Studies 2012](#).

The [Australian Institute of Aboriginal and Torres Strait Islander Studies \(AIATSIS\)](#), [The Lowitja Institute](#) and the [Queensland Aboriginal and Islander Health Council QAIHC](#) provide further resources.

The following documents and references provide specific guidance around intellectual property and indigenous populations:

- Foster, P & Janke, T (2015) 'Keeping cultural knowledge with Indigenous research protocols: a case study on the Kimberley Land Council's Intellectual Property and Traditional Knowledge Policy', *Indigenous Law Bulletin* vol. 8, no.18, pp.17–20 (accessed at <http://www.austlii.edu.au/au/journals/ILB/2015/26.pdf>)
- Janke, T (1998) 'Our Culture: Our Future: Report on Australian Indigenous Cultural and Intellectual Property Rights', Australian Institute of Aboriginal and Torres Strait Islander Studies and the Aboriginal and Torres Strait Islander Commission (accessed at <http://www.austlii.edu.au/au/journals/AILR/1999/51.html>)
- [Indigenous cultural and intellectual property rights](#) National Copyright Unit
- [Indigenous cultural rights and engagement policy](#) National Museum of Australia
- [Australian Indigenous Cultural and Intellectual Property Protocol](#) Museum of Applied Arts and Sciences
- [Intellectual Property and Traditional Knowledge Policy \(IP & TK\)](#) Kimberly Land Council

There is currently no certified Aboriginal and Torres Strait Islander Human Research Ethics Committee (HREC) in Queensland. You may wish to contact one of these HREC's for more information:

- [Australian Institute of Aboriginal and Torres Strait Islander Studies Research Ethics Committee](#)
- [Aboriginal Health & Medical Research Council Ethics Committee \(NSW\)](#)
- [Aboriginal Medical Service Western Sydney Ethics Committee \(NSW\)](#)
- [Human Research Ethics Committee for the Northern Territory Department of Health and Menzies School of Health Research](#)
- [Aboriginal Health Research Ethics Committee \(SA\)](#)
- [Western Australian Aboriginal Health Ethics Committee](#)

Refer to the [Metro North Better Together Plan](#) or the [Queensland Health Aboriginal and Torres Strait Islander Cultural Capability Framework 2010-2033](#)

Legislation and other authority

Circuit Layouts Act 1989 (Cth)

Copyright Act 1968 (Cth)

Designs Act 2003 (Cth)

Hospital and Health Boards Act 2011 (Qld)

Human Rights Act 2019 (Qld)

Information Privacy Act 2009 (Qld)

Patents Act 1990 (Cth)

Trade Marks Act 1995 (Cth)

[Australian Code for the Responsible Conduct of Research, 2018 \(the Code\)](#). National Health and Medical Research Council, Australian Research Council and Universities Australia. Commonwealth of Australia, Canberra.

[National Statement on Ethical Conduct in Human Research 2007 \(Updated 2018\)](#). The National Health and Medical Research Council, the Australian Research Council and Universities Australia. Commonwealth of Australia, Canberra

[Department of Health Policy: Intellectual Property \(QH-POL-009:2015\)](#)

[Department of Health Standard: Intellectual Property \(QH-IMP-009-1:2015\)](#)

[Queensland Public Sector Intellectual Property Principles](#)

Related documents

Metro North Research Policy (POL004365)

Research: Monitoring (PROC004412)

Research: Financial management (PROC004413)

Research: Conflict of interest (PROC004414)

Research: Intellectual Property (PROC004415)

Research: Authorship (PROC004416)

Research: Responsible reporting (PROC004417)

Research: Honorary Appointments, Research Students and Visitors (PROC004418)

Research: Partnership and collaboration (PROC004419)

Research: Gender equity (PROC004420)

Research: Complaints and breaches of the Code (PROC004421)

Appendix 1- Definition of terms

Term	Definition
Author	An individual who has made a significant intellectual or scholarly contribution to research and its output and who has agreed to be listed as an author.
Authorship	Authorship refers to the attribution of contributors to academic publications. Authorship must be determined based on substantial scholarly contributions.
Clinical record	A collection of data and information gathered or generated to record the clinical care and health status of an individual or group. Also referred to as a Patient Chart, Patient Record, Medical Record, Healthcare Record, Current Encounter Chart (CEC).

Code, the	<p>The <i>Australian Code for the Responsible Conduct of Research, 2018</i> (the Code) establishes a framework for responsible research conduct that provides a foundation for high-quality research, credibility and community trust in the research endeavour.</p> <p>https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018</p>
Collaboration	A working relationship between researchers who together engage in research. A collaboration may occur between researchers internal or external to the one organisation and may be guided by formal agreements for a specific project.
Collaboration Agreement	An agreement made between Metro North and another entity for the purpose of performing research. For clarity, this definition does not include an employment agreement with an employee of Metro North.
Commercialisation expenses	All costs, expenses and other outlays, including professional fees and in-kind costs, relating to the development, registration and prosecution of legal protection of intellectual property.
Commercialisation revenue	All income and revenue derived from the exploitation of intellectual property, including the provision of consultancy and other services reliant on the use of such intellectual property.
Confidential Information	<p>Confidential Information means any information that—</p> <p>(a) is about a person who is receiving or has received a public sector health service; and (b) could identify the person.</p> <p><i>Hospital and Health Boards Act 2011 (Qld)</i></p>
Contributor	A person, body or institution who has enabled the research to be completed either through provision of facilities, funding, data collection and management, supervision, mentorship, statistical support, technical writing who has not made other contribution that would constitute authorship as defined in this document.
Electronic clinical record	<p>A clinical record with data structured and represented in a manner suited to computer calculation and presentation.</p> <p>NOTE: The intended meaning of electronic clinical record is emerging. When this term is used today it implies the ability to compute the content of the record. Electronic health records are often described as records able to represent a lifetime record of health and care. Electronic health records may include records created in electronic format (born-digital records), database entries and other entities as well as digitized health records. (AS 2828.2 Health Records).</p>
Ethics	The concepts of right and wrong, justice and injustice, virtue and vice, good and bad, and activities to which these concepts apply.
Facility Executive Director	The executive officer of the Facility. At any time, the Chief Executive may step into the role described for the Facility Executive Director.

Honorary Appointment	<p>An individual who requires access to a Metro North facility, service or patients, is engaged on a non-remunerated basis by Metro North for the purposes of research activities and is not a Metro North employee.</p> <p>Honorary appointees may be employed (remunerated) or engaged by a university, research institute, another hospital and health service, private or non-government organisation for the purposes of research.</p> <p>Honorary appointees may be engaged in roles including, but not limited to, research assistants, associates, fellows, clinical/research coordinators and similar positions.</p>
Human Research Ethics Committee (HREC)	<p>Human Research Ethics Committees (HRECs) review research proposals that involve humans or their tissue or data. HRECs are established by organisations, which register their HREC with the NHMRC. It may also be referred to as the Reviewing HREC in multi-centre research studies.</p> <p>A Certified HREC has had its processes assessed and certified under the National Health and Medical Research Council (NHMRC) National Certification Scheme. NHMRC certification lasts for three years.</p>
Intellectual Property	<p>All rights in Australia or any other jurisdiction resulting from intellectual activity in the medical, industrial, scientific, artistic and literary fields, including any rights in, or rights to registration of:</p> <p>Works under the <i>Copyright Act 1968</i> (Cth)</p> <p>Designs under the <i>Designs Act 2005</i> (Cth)</p> <p>Inventions under the <i>Patent Act 1990</i> (Cth)</p> <p>Trade Marks under the <i>Trade Marks Act 1995</i> (Cth)</p> <p>Circuit layouts or integrated circuits under the <i>Circuit Layouts Act 1989</i> (Cth)</p> <p>Confidential information at common law and equity.</p>
Metro North	Metro North Hospital and Health Service
National Statement, the	<p>The <i>National Statement on Ethical Conduct in Human Research (2007)</i> (Updated 2018) consists of a series of guidelines made in accordance with the <i>National Health and Medical Research Council Act 1992</i>.</p> <p>The National Statement is intended for use by:</p> <ul style="list-style-type: none"> • any researcher conducting research with human participants; • any member of an ethical review body reviewing that research; • those involved in research governance; and • potential research participants. <p>https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018</p>

Net Commercialisation Revenue	The actual amount of revenue less any costs, expenses or contractual distributions incurred in relation to obtaining such revenue during development of Intellectual Property.
NHMRC	National Health and Medical Research Council
Patient	An individual who receives, or has received, care treatment or other services through a Metro North facility.
Publication	<p>Dissemination of findings, whether in hardcopy, electronic or other tangible form, including: refereed and non-refereed books or journals; web-pages; eLearning resource packages; conference presentations, papers, proceedings, posters and abstracts; films; professional and institutional repositories; and patents, registered designs and intellectual property.</p> <p>A publication may be unsolicited or invited and may entail a primary research report or a review of previously published literature. A publication can also take the form of publication in an online platform or published proceedings of an organisation meeting or conference. Information submitted for publication must be an accurate representation of the research.</p>
Record	<p>Recorded information created or received by an entity in the transaction of business or the conduct of affairs that provides evidence of the business or affairs and includes:</p> <ul style="list-style-type: none"> • anything on which there is writing • anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them • anything from which sounds, images or writings can be reproduced with or without the aid of anything else, or • a map, plan drawing or photograph.
Research	The original investigation undertaken to gain knowledge, understanding and insight. The concept of research is broad and includes the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.
Research Ethics	Ethics as it applies to research with particular consideration of research risks and benefits as well as protection of the rights and safety of the community and research participants.
Research Output	A research output communicates or makes available the findings of research that may be in hardcopy, electronic or other form. Examples of research outputs include journal articles, book chapters, books, conference papers, reports, datasets, patents and patent applications, performances, videos and exhibitions.

Research Student	<p>An individual enrolled in a course of study with a recognised research or teaching institution and may include:</p> <ul style="list-style-type: none"> • Students enrolled in honours, research masters or doctoral program, or any substantial postgraduate research project or dissertation with a University. • Volunteer medical, nursing or allied health students gaining research experience.
Researcher	A person(s) who conducts, or assists with the conduct of, research.
Scholarly and Academic Works	Copyright works that are intended for publication in order to further community knowledge of a certain phenomenon or area of study excluding any Teaching Materials.
Site-Specific Assessment (SSA) Form	The SSA Form is a tool to assist RGOs in the research governance process to document the level of support and suitability of a research study to be conducted at a site, irrespective of whether that study is multi-centre or single site.
Substantial Intellectual Property Asset	Intellectual Property with significant social, commercial, medical, healthcare or scientific potential which provides or may provide a substantive benefit to the public health sector in Queensland.
Teaching Materials	Courses, teaching programmes and curricula developed for teaching at the Metro North and any ancillary materials such as web-delivery services for provision of such courses or teaching programmes.
Visitor	An individual not employed by Metro North who is invited to attend a clinical facility within Metro North for the purposes of research.

Document history

Author	Executive Director, Research Metro North
Custodian	Executive Director, Research Metro North
Compliance evaluation and audit	<p>Compliance with this procedure will be assessed through:</p> <p>Annual report each financial year submitted by MN Legal Services reviewed by the Executive Director, Metro North Research on contract terms entered into in the prior financial year;</p> <p>Maintenance of the register of substantial intellectual property by the Metro North Research Office and submitted for review each financial year by the Executive Director, Metro North Research.</p>
Replaces Document/s	PROC004415 V1.0
Consultation	<p>Key stakeholders</p> <p>HREC Chair and Administrator</p> <p>Research Governance Officers (RGO)</p> <p>RBWH Executive Director of Research</p> <p>Director of Research and Education, Redcliffe</p> <p>Broad Consultation</p> <p>Metro North Aboriginal and Torres Strait Islander Unit</p> <p>Metro North Nursing and Midwifery</p> <p>Metro North Allied Health</p> <p>Metro North Medical Services</p> <p>Metro North Finance</p> <p>Metro North Legal Unit</p> <p>Metro North Risk and Compliance Officer</p>
Marketing Strategy	A Policy, Procedure and Protocol Staff Update will be published online each month to update staff of all new and updated policies, procedures and protocols. This update will be emailed to all Safety and Quality Units in each clinical directorate and a broadcast email sent to all Metro North staff with a link to the published update.
Key words	Research, Intellectual Property, commercialisation, patent, copyright, student, collaboration, publication

Custodian Signature

Date

Executive Director, Research, Metro North Hospital and Health Service

AUTHORISATION

Authorising Officer Signature

Date

Executive Director, Research, Metro North Hospital and Health Service

The original signed version is kept in file at Metro North Office of Research.