

Research: Partnership and collaboration [PROC004419]



1. Clinical Governance



2. Partnering with Consumers

Purpose and intent

Metro North Hospital Health Service (Metro North) supports local, national and international collaborative research and partnerships with health services, academic institutions and commercial organisations. A key priority of the Metro North Research Strategy is to establish strategic partnerships and research collaborations with organisations including Hospital and not-for-profit Foundations, Universities, Research Institutes, Government and industry.

Metro North values the benefits to clinical service that research collaboration and partnership affords, including the potential to enrich and educate staff, access and utilise additional skill sets, the creation of new knowledge and increased capacity to provide excellent, evidenced-based quality health care services.

The purpose of this procedure is to outline the principles and processes for development and management of effective and mutually beneficial research collaborations and partnerships that enable and enhance Metro North to enact its research strategy of working together to deliver exceptional health outcomes through globally recognised discovery and translational research.

Scope and target audience

This procedure/protocol/guideline applies to:

- all Metro North Hospital and Health Service (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)
- all settings across the health continuum including community, primary, acute, rehabilitation and residential care health services within Metro North

Procedure / process

A collaboration may be entered into by researchers through co-application for project specific funding, co-supervision of research personnel or research higher degree students, and/or project agreements.

Before commencement

Prior to commencement and/or early in the development stage of a research project, Metro North recommends that researchers discuss, clarify and define:

- Project management and leadership structure, including the role, time commitments and expectations for each contributor;
- Project scope, time frames, objectives, activities and milestones;
- Plans for procurement of resources; financial and other, required to successfully complete the project;
- Process for seeking necessary research ethics approval and research governance as outlined in the Metro North [Research Policy](#), including review of the relevant differences in legislative requirements where the partnership or collaboration involves interstate research
- A process for management and dissemination of research project data, including confidentiality and use of existing and newly created data. It may be necessary to enter into a confidentiality agreement between Metro North and the collaborator's organisation to enable open communication during project design;
- The responsible communication and dissemination of research outcomes to contribute to the collective knowledge base and to extract maximum benefit for the health service and academic community, including presentation at conferences and authorship of publications (refer to [Procedure Research: Authorship](#), [Procedure Research: Responsible Reporting](#));
- Ownership and use of existing or newly created intellectual property (refer to [Procedure Research: Intellectual Property](#)) including any responsibilities, rites and benefits of commercialisation of research outcomes;
- Management of Conflicts of Interest (refer to [Procedure Research: Conflicts of Interest](#));
- Processes for acknowledging partners and collaborating organisations; and
- Depending on the complexity of the collaboration or partnership, and the scope of the research project, a project steering committee may provide useful platform to assist with the management of the partnership.

Managing ongoing collaborations and partnerships

Effective and productive research collaborations and partnerships depend on alignment of purpose and the quality of the interpersonal relationship and trust between individual members of the collaboration. Metro North recommends researchers:

- Plan to regularly review the progress of the collaboration including monitoring timely achievement of the specific project objectives.
- Maintain regular communication and engagement within the collaborative team.
- Actively consider and manage how well members of the collaboration or partnership function as a team and work effectively together.
- Declare any new Conflicts of Interest to the Collaboration/Partnership leadership.

To manage any disputes arising, researchers of all organisations will act in good faith and integrity at all times in relation to the collaboration/partnership, and adhere to all relevant scientific and ethical codes and guidelines (refer to Related Documents). The parties will act in a manner that is consistent with the objectives of the Collaboration/Partnership.

To resolve any disputes within the Collaboration/Partnership, Metro North researchers are referred to the [Procedure Research: Complaints and Breaches of the Code](#). Individuals should also be aware that other organisations such as universities may have their own mediation policy. The decision made by the lead institution of the Collaboration/Partnership should be upheld and not challenged within another.

Where researchers have university affiliations, they are advised to also refer to their institutional policies for relevant guidelines and procedures. Researchers are advised to consult with the terms and conditions of pre-existing multi partner agreements that may be relevant to proposed collaborative research.

Agreements

Collaboration and partnership agreements should be consistent with researcher responsibilities under the National Statement on Ethical Conduct in Human Research (2007) (updated 2015), the Australian Code for the Responsible Conduct of Research (2007), relevant state or territory legislation, regulatory guidelines and, where applicable Good Clinical Practice (ICH GCP; (CPMP/ICH/135/95)). Accordingly, Metro North researchers will engage with and contribute to collaborations or partnerships according to the expectations outlined and agreed to at the outset of a specific research collaboration or partnership.

For research partnerships or collaborations involving Metro North and other individual members or organisations of the Brisbane Diamantina Health Partners (BDHP), the [BDHP Research Passport Agreement](#) may be used. Metro North Legal Services have also developed a standard Research Collaboration Agreement (RCA) template. Consult with the facility Research Governance Officer for further details.

Confidentiality and Intellectual Property

Metro North and its researchers will respect the confidentiality of intellectual property and data provided in the course of a collaboration and partnership including pre-existing intellectual property belonging to the individual parties that is shared in the course of the collaboration or partnership (refer to [Procedure Research: Intellectual Property](#)).

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.

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

Australian Research Council Act 2001 (Cth)

Circuit Layouts Act 1989 (Cth)

Copyright Act 1968 (Cth)

Designs Act 2003 (Cth)

Financial Accountability Act 2009 (Qld)

Hospital and Health Boards Act 2011 (Qld)

Human Rights Act 2019 (Qld)

Information Privacy Act 2009 (Qld)

National Health and Medical Research Council Act 1992 (Cth)

Public Governance, Performance and Accountability Act 2013 (Cth)

Public Health Act 2005 (Qld)

Public Interest Disclosures Act 2010 (Qld)

Public Records Act 2002 (Qld)

Public Sector Ethics Act 1994 (Qld)

Public Service Act 2008 (Qld)

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
Annual Report/Progress Report	A report submitted by the Coordinating Principal Investigator (CPI) to relevant governing bodies documenting the annual progress and research project protocol compliance.
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.
Breach	A failure to meet the principles and responsibilities of the Code. May refer to a single breach or multiple breaches.
Code, the	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. https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018
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.
Confidential Information	Confidential Information means any information that— (a) is about a person who is receiving or has received a public sector health service; and (b) could identify the person. <i>Hospital and Health Boards Act 2011 (Qld)</i>
Conflict of Interest	A conflict of interest exists in a situation where an independent observer might reasonably conclude that the professional actions of a person are or may be unduly influenced by other interests. ¹ Where a person's individual interests or responsibilities have the potential to influence the carrying out of his or her institutional role or professional obligations in research; or where an institution's interests or responsibilities have the potential to influence the carrying out of its research obligations.

¹ Australian Code for the Responsible Conduct of Research 2018. National Health and Medical Research Council, Australian Research Council and Universities Australia. Commonwealth of Australia, Canberra.

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.
Coordinating Principal Investigator (CPI)	<p>The Investigator responsible for coordinating a multi-centre research study, and the submission and communication of all subsequent requests and notifications to the site PIs and Reviewing HREC.</p> <p>The CPI and their team are responsible for coordinating the HREC applications and correspondence throughout a multi-centre study, on behalf of the Accepting PIs for which the CPI is responsible.</p> <p>For single site studies the terms Coordinating Principal Investigator, Coordinating Principal Researcher, Site Principal Investigator and Principal Investigator are all synonymous.</p>
Corresponding Author	The author who is, as agreed by all co-authors, responsible for communication between the publishers, managing communication between the co-authors and maintaining records of the authorship agreement.
Department Head	The person who supervises or directs the organisational unit in which the Researcher is engaged.
Ethics	The concepts of right and wrong, justice and injustice, virtue and vice, good and bad, and activities to which these concepts apply.
Facility	The site at which the research is performed or the researcher is engaged.
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.
Final Report	A report submitted by the Coordinating Principal Investigator (CPI) to relevant governing bodies at the completion of a research project documenting the final project outcomes.
Gender Equity	Women and men enjoying the same status; the same opportunities are available for both women and men to realise their full human rights and potential.
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>
Investigation	<p>Used to describe the action of investigating an allegation of a breach of the Code by the Panel, following the preliminary assessment. The purpose of the investigation is to determine whether a breach of the Code has occurred, and if so, the extent of that breach, and to make recommendations about further actions.</p>
Journal article	<p>A report on research outcomes made available to the public via submission and acceptance in a scientific journal involving a process of peer review and/or editorial review.</p>
Metro North	<p>Metro North Hospital and Health Service</p>
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>
NHMRC	<p>National Health and Medical Research Council</p>
Participant	<p>A person who is a subject of research or whose data is collected, used or disclosed in the course of research.</p>
Partnership	<p>A research partnership involves engagement between two or more organisations who share a common purpose and whose researchers and decision-makers work collaboratively together to create better health services and health outcomes through generating or sharing research knowledge. Partnerships may involve organisations from different sectors; health service, academia, industry or non-government organisations.</p>

Patient	An individual who receives, or has received, care treatment or other services through a Metro North facility.
Peer Review	The impartial and independent assessment of research by others working in the same or a related field.
Preliminary Assessment	Used to describe the gathering and evaluating of evidence to establish whether a potential breach of the Code warrants further investigation.
Principal Investigator (PI)	<p>The nominated delegate with primary responsibility and accountability for a research project.</p> <p>For multi-centre studies the PI may be known as the Accepting PI if they do not have CPI responsibilities.</p> <p>For single site studies the terms Coordinating Principal Investigator, Coordinating Principal Researcher, Site Principal Investigator and Principal Investigator are used interchangeably.</p> <p>See also Coordinating Principal Investigator (CPI).</p>
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 Collaboration Agreement (RCA)	<p>An agreement made between Metro North and another entity for the purpose of determining those party's roles in Collaboration on Research.</p> <p>For clarity, this definition does not include an employment agreement with an employee of Metro North.</p>
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.

Document history

Author	Executive Director, Research Metro North
Custodian	Executive Director, Research Metro North
Compliance evaluation and audit	Summary data of Research Collaboration Agreements will be reported to the Executive Director, Research Metro North
Replaces Document/s	PROC004419 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 Information Technology</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 Workplace Health and Safety</p> <p>Metro North Legal Unit</p> <p>Metro North Risk and Compliance Officer</p> <p>Metro North Emergency Medicine and Access Coordination Stream</p> <p>Clinical Operations Strategy Implementation Unit</p> <p>Clinical Directorate Safety and Quality Units</p> <p>Clinical Skills Development Centre</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, partner, collaboration, collaborative research agreements, confidentiality agreements, materials transfer agreements, intellectual property

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