



Ethics Review or Quality Assurance? CHECKLIST

Office Use Only

WGHG Executive Decision
DATE:

Do not proceed

Proceed - Quality Assurance

Proceed - Multisite

Refer: internal committee

Proceed - HREC

Checklist to be completed by: Researcher
Submit checklist to: Secretary HREC WGHG
West Gippsland Healthcare Group
Landsborough Street
Warragul VIC 3820
Elizabeth.Fenwick@wghg.com.au

Purpose: To assist Executive determine if proposed research should be submitted to the WGHG Human Research Ethics Committee

Title of Proposed Research:

Name of Principal Researcher:

Phone contact:

Email contact:

Under the [National Statement on Ethical Conduct in Human Research \(2007\)](#), any research project involving humans must be submitted to the Human Research Ethics Committee for ethical review. This checklist is intended for use with projects where there is some doubt as to whether the project involves research or audit / Quality Assurance.

Note that this checklist has been developed using the NHMRC publication "*When does quality assurance in health care require independent ethical review?*". This document has been rescinded in 2009 but not replaced. An archived copy can be downloaded from the NHMRC website <http://www.nhmrc.gov.au/guidelines/publications/e46>

- Does the proposal involve any significant alteration to the routine care or service provided to the individuals?
 Yes No If yes, provide details:
- Does the proposal pose any risks for participants beyond those of their routine care, treatment or activity?
 Yes No If yes, provide details:
- Does the proposal impose a burden on participants beyond that experienced in their routine care, treatment or activity?
 Yes No If yes, provide details:
- Does the proposal seek to gather information beyond that collected in routine care or service?
 Yes No If yes, provide details:
- Is the proposed activity to be conducted by a person who does not normally have access to the client's health or other records for care or a directly related secondary purpose?

- Yes No If yes, provide details:
6. a) Is the proposed activity to be conducted by a private sector organisation or an individual associated with a private sector organisation?

Yes No

In compliance with national privacy legislation, research activity must be reviewed by the Human Research Ethics Committee if the activity involves *the collection or the use or disclosure of health information by an organisation in the private sector for the purposes of:*

- *Research* relevant to public health or public safety
- *Compilation or analysis of statistics* relevant to public health or public safety
- *Management, funding or monitoring* of a health service

- b) Is the consent from participants adequate and/or the activity consistent with the principles as outlined in 2.1 of the Information Sheet (Private Sector) 1A: National Privacy Principles

<http://www.privacy.gov.au/materials/types/infosheets/view/6583>

Yes No

7. Does the proposal risk breaching the confidentiality of any individual's personal information, beyond that experienced in the provision of routine care or service?

Yes No If yes, provide details:

8. Does the proposal involve randomization or the use of a control group or placebo?

Yes No If yes, provide details:

9. Does the proposed activity potentially infringe the rights, privacy or professional reputation of carers, health providers or institutions?

Yes No If yes, provide details:

The HREC Secretary will communicate the outcome of their governance review to Researcher via email.

If the Executive determines that the proposal for this research may proceed, please submit a completed National Ethics Application Form (NEAF) to the HREC Secretary for consideration by the WGHG Human Research Committee.

Submit checklist to:

WGHG HREC Secretary: Elizabeth Fenwick
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Landsborough Street
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