



## Research Integrity Advisor – Role Description

<b>Status:</b>	Voluntary		
<b>Location:</b>	Within Metro South Health		
<b>Contact:</b>	A/Manager, Research Integrity and Compliance (07) 3443 8065	<b>Closing date:</b>	Open
<b>Email applications:</b>	<a href="mailto:msh-research@health.qld.gov.au">msh-research@health.qld.gov.au</a> (EOI only)		

### Purpose of the role

Research Integrity Advisors (RIAs) support a culture of responsible conduct of research within or in collaboration with Metro South Health (MSH) by:

- Acting as a first point of contact for individuals with questions or concerns about the conduct of research within MSH.
- Supporting in educating the research community on research integrity considerations.
- Promoting the responsible conduct of research in MSH.

The MSH Research Committee appoints RIAs to help fulfil MSH's obligations under its research conduct and integrity policies and procedures including the Australian Code for the Responsible Conduct of Research (the Code).

### Your key responsibilities

- Provide advice to the Metro South Research community about the responsible conduct of research.
- Provide advice to individuals concerned about the conduct of research. This includes explaining the MSH processes through which complaints are managed.
- Maintain contemporary knowledge about the Code and MSH Research Policy Framework as well as promoting knowledge regarding research integrity.
- Make best efforts to refer individuals to the appropriate area of MSH where their questions or concerns may be better addressed.
- Refer individuals to another RIA or to Metro South Research if there is a conflict of interest or potential bias.
- Maintain confidentiality of the issues raised by the individual seeking advice, with the caveat that RIAs are required to advise the Metro South Research if they believe a potential breach of the Research Policy Framework and associated procedures or of the Code may have occurred.
- Provide de-identified information about RIA activities quarterly to Metro South Research to allow appropriate reporting and analysis.

- Wherever possible, attend and contribute to research integrity workshops, networking, training and development events organised by Metro South Research. RIAs are expected to attend at least one RIA meeting per year.
- Abstain from involvement in research integrity investigations on any matter that they have provided advice on, and from contacting any person who is the subject of concern.

## Selection Criteria

Nominees will demonstrate:

- A commitment to, and thorough understanding of, the general principles of the responsible conduct of research.
- Sound understanding of the Code, the Research Policy Framework and processes related to research conduct and integrity and common issues that may be raised concerning research integrity.
- Empathy, excellent interpersonal communication and listening skills.
- A willingness and ability to spend time to listen and advise on concerns about the responsible conduct of research.

## Terms

- The RIA appointment will be for a term of 3 years with the possibility of extension.
- Where possible the RIA group will consist of a least one representative from each facility within MSH.
- Efforts will be made to identify RIAs that reflect the diversity of the MSH research community and will look to include appropriate diverse culture and gender representatives.
- A membership list, including contact information, will be made available publicly on the Metro South Research website.

## Appointment Process

- Each facility will nominate one or more suitable clinician researchers for consideration for the role of RIA.
- MSH employees can also self-nominate through the Metro South Research Integrity EOI Form.
- Nominees will meet with A/Manager, Research Integrity and Compliance, Metro South Research to discuss the role.
- The Executive Director, Metro South Research/Chair, MSH Research Committee holds responsibility for final selection and appointment of each RIA.

## Responsibilities of each MSH Facility/Service

To deliver improved health care and population health through excellence in translational research by:

- Nominating suitable candidates and potential RIAs (with reference to this document).
- Promote local RIAs and MSH RIA Network more generally wherever possible and appropriate.
- Support and acknowledge the RIAs important work and contributions to a culture of research within or in collaboration with MSH.

## Responsibilities of Metro South Research

- Promote the RIA Network across the MSH research community.
- Make reasonable efforts to ensure adequate representation across different disciplines.
- Provide development and training opportunities for RIAs, including the provision of induction and guidance materials.
- Provide support for the network and maintain records of the RIA activities and provide reports, as required.

