

Stage One
MSAMHS Process



Research Idea

Quality Improvement?

Submission of Study Design to MSAMHS Research
Advisory Committee for Endorsement

Endorsed

Not Endorsed

Stage Two
Metro South HREC Process



Ethics Approval

Governance Approval

Low Risk
Requirements

Standard Risk
Requirements



Site Specific
Approval - SSA
Requirements

Complete Submission to Metro South HREC

Stage Three
Monitoring and Reporting



Notification of Study Commencement

Monitoring
Serious Adverse Events Reporting

Annual Progress Reports

Stage Four
After completion of research



Document Findings/Results of Research

Submit Final Report (HREC & MSAMHS)

Formal Archival of documents

Research Translation Activities

Stage One - MSAMHS Process

Third Party Research

(For Universities, Sponsored Clinical Trials, NGOs & other organisations)

MSAMHS Research

Determine whether study purpose is Research or Quality Improvement Process

Identify Research Feasibility and appropriate MSAMHS pathway
[Contact MSAMHS](#)

Purpose is: test hypothesis/develop new knowledge = Research

Purpose is to evaluate service or program = Quality Improvement
and you wish to publish or present at conference
Complete [Negligible Risk Form](#)

Research Design and MSAMHS RAC Support

1. Check existing research projects
2. Plan and design your research project
3. Sign off from Managers & ACU leader
4. MSAMHS Support

[Check Research Database for duplication](#)
[Use Research Protocol Template](#) (or if you use your own Protocol format you must complete the Research Proposal Form below)
[MSAMHS Research Proposal Form](#) (complete if you are NOT using the MSAMHS Protocol Template – above)
[Submit Form/s to MSAMHS RAC](#)

Supported

(Use Protocol and RAC support letter in Ethic submission – See Stage 2)

Not Supported

Consider amending protocol according to RAC feedback

Stage Two HREC Process

Obtain Ethics Approval

Once you have received MSAMHS RAC Support, apply for Ethics Approval via your preferred Hospital Human Research Ethics Committee.

The [Metro South HREC Ethics](#) process covers Low and Standard Risk applications.

Check submission deadlines (for Standard Risk Submissions only)

Enquiries:

(07) 3443 8049

EthicsResearch.PAH@health.qld.gov.au



Note:

It is Metro South HREC preference that the Ethics and Governance applications be submitted concurrently

Obtain Governance Approval Site Specific Assessment – SSA

- You must gain Metro South Health Governance Approval for all research projects conducted at any MSAMHS site.
- Follow [Metro South Site Specific Assessment](#) application requirements
- Provide the Research Contract Approval and Study Execution Form (RCASE) and a copy of the completed SSA to the MSAMHS Research Project Co-ordinator who will arrange sign off by MSAMHS Finance Manager & Executive Director. Co-ordinator will email signed copies to HREC (cc to Researcher).

Enquiries:

(07) 3443 8050


PAH-Research@health.qld.gov.au

Finalise Submissions

- Submit original hard copies to Metro South HREC (by mail or by hand)

Metro South HREC
PAH Centres for Health Research
Level 7, Translational Research Institute
37 Kent Street
Woolloongabba QLD 4102

Stage Three Monitoring and Reporting



Notification of Study Commencement

- Notify Metro South HREC/ Governance Office and MSAMHS of commencement of project [Research Commencement Form](#)



Monitor Project

- Principal Investigator to Report any Adverse Events – [Serious Adverse Event or Suspected Unexpected Adverse Reaction Form](#)
- Notify of Amendment to study (if required) – [Amendment Form](#). **Warning:** your Ethics approval is **only** valid for the version of the documents submitted when Ethics approval was granted. **ALL** version updates must be resubmitted Ethics along with the Amendment Application Form.
- [Research Project Complaint process](#)



Progress Reporting

- [Annual Progress Report to HREC and MSAMHS](#)

Stage Four After completion of research



Research Project Completion

- Finalise documentation of research findings/results



Report Project Completion

- [Submit Final Report to HREC & MSAMHS](#)



Formal Research Document Archival Process

- Collate all research documents (electronic and hard copies)
- Provide to MSAMHS [Research Project Co-ordinator](#) for archiving as per legislative requirements



Research Translation

- Provide findings to ACU and professional groups
- Meet with Learning Development Committee for broader translation strategies
- Publish findings