

Quick Guide for Research and Quality at TCHHS

	Low Risk Research	Quality Activity	Clinical Audit
Definition	Creates new knowledge; Involves collecting new information; May involve treatments, samples or investigations additional to routine care. <b>Research is only low risk if the only risk is discomfort or inconvenience.</b>	Designed to assess or improve a process, program, or system; Uses systematic data collection to monitor the change in process; Involves analysis of existing data; May include simple interview or questionnaire.	Review the delivery of evidence-based best practice care; Measures against a pre-determined standard; Involves analysis of existing data; May include simple interview or questionnaire.
Examples	<ul style="list-style-type: none"> <li>Does a Dengue Fever outbreak impact on patient presentations {quantitative study}</li> <li>What are social worker’s experiences with patient mortality in Oncology {qualitative study}</li> </ul>	<ul style="list-style-type: none"> <li>Are the Diabetes Clinic outpatients satisfied with home-visits from a dietician</li> <li>Evaluation of a new technique, tool or model of care</li> </ul>	<ul style="list-style-type: none"> <li>Adherence to a code of clinical practice / procedure / policy</li> <li>How many patients diagnosed with [insert health condition] re-present to hospital within 60 days after discharge</li> <li>Does the antibiotic usage for [insert health condition] comply with the antimicrobial guidelines</li> </ul>
Approval	<ol style="list-style-type: none"> <li>Research Ethics Approval Required</li> <li>Research Governance Authorisation Required</li> </ol>	<ol style="list-style-type: none"> <li>Line Manager Approval Required</li> <li>Are you planning to publish the results, present at a conference (poster or oral) or disseminate the findings outside of QLD Health?</li> </ol> <p style="text-align: center;"> <span style="margin-right: 100px;">No</span> <span>Yes</span> </p> <p style="text-align: center;"> <span style="margin-right: 100px;">↙</span> <span>↘</span> </p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid green; padding: 5px;">Start project</div> <div style="border: 1px solid red; padding: 5px;">Ethics Endorsement letter required</div> </div>	<ol style="list-style-type: none"> <li>Line Manager Approval Required</li> <li>Are you planning to publish the results, present at a conference (poster or oral) or disseminate the findings outside of QLD Health?</li> </ol> <p style="text-align: center;"> <span style="margin-right: 100px;">No</span> <span>Yes</span> </p> <p style="text-align: center;"> <span style="margin-right: 100px;">↙</span> <span>↘</span> </p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid green; padding: 5px;">Start project</div> <div style="border: 1px solid red; padding: 5px;">Ethics Endorsement letter required</div> </div>
How To Apply	<p><b>Ethics Submission</b></p> <ul style="list-style-type: none"> <li><a href="#">Human Research Application Form</a> (HREA form)</li> <li><a href="#">Research protocol</a></li> <li>Curricula Vitae of investigators</li> <li>Any supporting study documents such as interview questions, data collection tool, information sheet, consent form, survey, invitation letter etc. (All study documents must have version numbers and dates)</li> </ul> <p><b>Governance Submission</b></p> <ul style="list-style-type: none"> <li>All of the above</li> <li><a href="#">Site Specific Assessment Form</a> (SSA form)</li> </ul>	<p><b>Riskman Submission</b></p> <ul style="list-style-type: none"> <li>Complete registration via <a href="#">RiskMan</a> QI Module or contact QA Manager</li> <li>Upload <a href="#">Study Plan</a></li> <li>Upload Ethics Endorsement/ Exemption letter</li> </ul> <p><b>Ethics Endorsement</b></p> <ul style="list-style-type: none"> <li>Complete an <a href="#">Exemption Form</a></li> <li>Upload Study Plan</li> <li>Upload a <a href="#">QA Application Form</a></li> </ul> <p><b>Governance Submission</b></p> <p>Not required</p>	<p><b>Riskman Submission</b></p> <ul style="list-style-type: none"> <li>Complete registration via <a href="#">RiskMan</a> QI Module or contact QA Manager</li> <li>Upload <a href="#">Study Plan</a></li> <li>Upload Ethics Endorsement/ Exemption letter</li> </ul> <p><b>Ethics Endorsement</b></p> <ul style="list-style-type: none"> <li>Complete an <a href="#">Exemption Form</a></li> <li>Upload Study Plan</li> <li>Upload a <a href="#">QA Application Form</a></li> </ul> <p><b>Governance Submission</b></p> <p>Not required</p>
<b>Submit your application online anytime!</b>			
More Info	<p><b>Quality Manager</b> Visit <a href="#">Quality management and improvement</a> Phone: 0427 603 823 or Email: <a href="mailto:TCHHS-Quality@health.qld.gov.au">TCHHS-Quality@health.qld.gov.au</a></p> <p><b>Far North Queensland Human Research Ethics Committee</b> Visit <a href="#">Apply for ethics approval   Cairns and Hinterland Hospital and Health Service</a> Phone: (07) 4226 5513 or Email: <a href="mailto:FNQ_HREC@health.qld.gov.au">FNQ_HREC@health.qld.gov.au</a></p> <p><b>Research Governance Officer</b> Visit <a href="#">Research Governance</a> Phone: 0447 678 599 or Email: <a href="mailto:torres-cape-research-governance@health.qld.gov.au">torres-cape-research-governance@health.qld.gov.au</a></p>		

