

# CALVARY HEALTH CARE ACT

## HUMAN RESEARCH ETHICS COMMITTEE

### GENERAL INFORMATION FOR RESEARCHERS

Calvary Health Care ACT has two HREC's – one for the Public Hospital and one for the Private Hospital. They are constituted in accordance with the National Health and Medical Research Council (NHMRC) guidelines.

If you have received ethical approval from ACT Health HREC this does not allow you to undertake your research at Calvary Health Care ACT. You must do a separate application.

The aim of the HRECs is to ensure that high ethical standards are maintained in research projects to protect the interests of research subjects, investigators and the institution. In carrying out these functions, the HRECs, at all times, take into consideration guidelines issued by the NHMRC together with local cultural and social attitudes.

Additional information can be obtained from our HREC intake contact on 6264 7061 or via email on [ethics@calvary-act.com.au](mailto:ethics@calvary-act.com.au)

### When is HREC approval necessary?

Ethics approval should be considered for any study, which involves humans (clients/patients, staff or volunteers) or personal information. Such studies may take many forms and be of either a quantitative or a qualitative nature. There are some exemptions for research involving laboratory samples. Contact the HREC ([ethics@calvary-act.com.au](mailto:ethics@calvary-act.com.au)) for details if your research is in this category.

### How to apply to the HREC

The Calvary HRECs use the National Ethics Application Form. Please visit the website at [www.neaf.gov.au](http://www.neaf.gov.au) NEAF is a dynamic, interactive, web-based tool for researchers of all disciplines to complete research ethics proposals for submission to Human Research Ethics Committees (HRECs). Follow the instructions on the website to complete a research proposal.

Print out the completed proposal, add all the attachments and documents listed and make sure that all pages (including the attachments) are numbered sequentially and are on one side of the paper only.

You will need to submit 2 single sided copies to the HREC (mail to the HREC, PO Box 254 Jamison Centre, ACT 2614).

Please make it clear whether you wish to apply to the Public HREC or the Private HREC, or to both.

All researchers involved in the research must provide their signature on the application. Research applications that do not provide all signatures will not be tabled nor approved.

### Clinical Audit undertaken by Students

In some very defined areas Calvary has established a review process for students undertaking clinical audit and there is a separate application process Please contact the HREC ([ethics@calvary-act.com.au](mailto:ethics@calvary-act.com.au)) if you feel that your research is in this category.

### **How long does it take?**

The HRECs meet 6 times a year. The closing date for proposals is 3 weeks prior to each meeting. HREC decisions are generally communicated to researchers within two weeks of a meeting.

### **What are the charges?**

All protocols submitted to the public and private HRECs for approval are subject to the Research Protocol Levy. Student projects, studies from unfunded outside sources and research projects funded by grant giving bodies are all levied at \$50.00. clinical trials are levied dependant on the type of application process via an invoice generated from the Finance Department. Generally the levy is paid at the completion of the approval process.

### **If your application involves a clinical trial of a drug or device:**

It should be noted that all clinical trials require an additional approval process by the Calvary insurers. Following favourable consideration by the HREC, the trial proposal will be sent to the hospital's insurers for further consideration and approval prior to formal approval from the Calvary Executive Management Group. Researchers should note that they should therefore allow extra time for approval of clinical trials.

**Please note that no approval will be given for clinical trials in Calvary Private Hospital.**