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| Submitting an Access Request – Information for Applicants |
| This form must be completed by the Coordinating Principal Investigator responsible for the research project who is requesting support from Northern NSW Local Health District (NNSWLHD) in the form of access to participants, tissue, or data but does not require the involvement from the LHD to conduct the research.  The LHD will generally accept a research Access Request (over a Site Specific Assessment) application on the understanding the project meets the following criteria:   * Approval for the research has been obtained from a National Health and Medical Research Council ([NHMRC) Registered Human Research Ethics Committee (HREC](https://www.nhmrc.gov.au/sites/default/files/documents/attachments/registered-hrecs.pdf)); * The LHD will not be conducting the research (i.e. prospective data collection or analysis); * Data supplied by the LHD will be non-identifiable unless participant consent is obtained by the research team[[1]](#footnote-1);   Examples of research activities conducive to the Access Request pathway are as follows:   * promoting research opportunities to potential participants by advertisement (e.g. flyer, poster) or email/letter of invitation; * distribution of invitation to LHD employees/agents to participate in a research activity (e.g. survey, focus group, interview); * access to data or tissue held by the LHD but not processing or analysis at any LHD sites/facilities.   Submitting this form:  Forward the completed application form to the Research Governance Officer (RGO), Northern NSW LHD, along with:   1. a copy of the HREC letter of approval; 2. a copy of the Human Research Ethics Application (HREA) Form – or equivalent; 3. a copy of the approved study protocol; 4. all documents to be distributed through the facilities, locations or services within Northern NSW LHD e.g. survey in HREC approved format (not just a link), Participant Information Sheet and Consent Form, Cover Emails/Letters, Advertisements; and 5. written confirmation of support from staff of the facilities, locations or services through which you are seeking access to participants, tissue or data\* (this will serve to expedite the application and its approval).  If you do not have a LHD contact, please state this in the form and the RGO, NNSWLHD can facilitate this.    (\*) Written confirmation of support can be in the form of an email received by the research team from:   * staff members who agreed to put up posters and/or hand out leaflets or letters of invitation to potential participants of your research project; * head of department/manager who agreed to distribute questionnaires or surveys to staff; or * head of department or data custodian who agreed to provide access to medical records, data or tissue held in collections or databases under their management, in line with ethical conditions imposed by the approving HREC.   Conditions of approval:   * **HREC Amendments and Progress Reports**: Please note, that the RGO does not require updates on any HREC approved amendments and/or annual/final reports. Please notify the RGO if the level/type of assistance requested of the LHD changes to seek ongoing approval. * **Online Interviews with LHD staff and clients:** please ensure compliance with the NSW eHealth **Video Conferencing Guideline** (available on request)which states the acceptable platform based on the information likely to be discussed. * **Site Access for External Researchers:** The LHD contact will be responsible for ensuring compliance with LHD policies and procedures in regard to external researchers accessing the site. The LHD contact will arrange for any external researchers to be registered visitors and appropriately inducted to the site. We ask that each visitor also acknowledges the code of conduct and provides a privacy undertaking (available on request) – signed copies should be provided to your site contact. External Researchers must also demonstrate compliance with Risk Category A (regardless of what is stated in the guidelines - Category B is not applicable) as stated in [NSW Health Policy *PD2022\_030 Occupational, Assessment, Screening and Vaccination Against Specified Infectious Diseases*](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2022_030). |

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| **Access Request Form – Northern NSW Local Health District (NSNWLHD)** | | | | |
| **Project information** | | | | |
| **Ethics application ID: HREA Ref – REGIS (e.g. 2022/ETHxxx)** | |  | | |
| **Name of HREC reviewing research project:** | |  | | |
| **Project title:** | |  | | |
| **Contact details for the Coordinating Principal Investigator** | | | | |
| **Name:** |  | **Institution:** | |  |
| **Email:** |  | **Telephone:** |  | |
| **Details of Access Request** | | | | |
| **List the facility or service/s included in this request:** | |  | | |
| **What is the justification for this research?** | | | | |
| Please outline the justification/rationale for this research. Use this section to reference the existing literature, prior research and/or any other evidence (to the degree possible) that substantiates the need for the current study. | | | | |
| **Summarise what is being requested from the NNSWLHD:** | | | | |
| The response should be site specific. - e.g. if requesting staff participate in interviews or focus groups, please include detail on who the target participants are, how many participants are required and how long each interview / focus group will take and whether they are face-to-face and/or online. | | | | |
| **What is the purpose for requesting this access?** | | | | |
| How will the requested support from the LHD assist your research. | | | | |
| **Describe the proposed access process:** | | | | |
| Describe how you propose the LHD will action your request e.g. the NUM will hang a recruitment poster in the waiting room; an email will be sent to eligible staff. Include a key contact if you have discussed the process with an LHD staff member. | | | | |
| **Does this activity provide any benefit to the Local Health District?** | | | | |
| Describe any benefit to the LHD. Perhaps you will provide periodic reports or share the study findings with the LHD. Perhaps benefit is in the form of LHD staff education or training. Perhaps there is a benefit to LHD patients through access to an intervention. If there is no benefit to the LHD, please state this and consider providing a statement on the benefits to a particular population or to society more broadly. | | | | |

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| **Official Use – NNSWLHD Research Office ONLY** | | | | | | |
| **NNSWLHD Ref:** | |  | | | | |
| **Application Received:** | |  | | | | |
| **Site Contact:** | |  | | | | |
| **HOD endorsement** | |  | | **Date:** | |  |
| **Declaration by Research Governance Officer:** | | | | | | |
| *The above Access Requested has been reviewed and the activity, as described above, is approved.* | | | | | | |
| **RGO:** | Rebecca Lavery, Research Ethics and Governance Coordinator, NNSWLHD  Email: [NNSWLHD-ResearchGovernance@health.nsw.gov.au](mailto:NNSWLHD-ResearchGovernance@health.nsw.gov.au)  Mob: 0421 028 094 | | | | | |
| **Signature:** |  | | **Date:** | |  | |
| Conditions of Approval: | | | | | | |

1. In accordance with the Information and Privacy Commission New South Wales Statutory Guidelines on Research - *Health Records and Information Privacy Act 2002* (NSW) dated 01.09.2004 - <https://www.ipc.nsw.gov.au/sites/default/files/2019-01/statutory_guidelines_on_research.pdf> Accessed 23 March 2022. [↑](#footnote-ref-1)