

Research Office Honorary Researcher Appointments

Purpose:

To describe the procedures for The Royal Victorian Eye and Ear Hospital ('Eye and Ear') Honorary Researcher Appointments.

Scope:

This procedure applies to all individuals that do not have a current appointment as an Eye and Ear employee and are involved in a research project that requires

- On site access to non-public areas of Eye and Ear premises for research purposes
- Role on the research project requires contact with Eye and Ear patients
- Access to Eye and Ear medical records
- Other research-related responsibilities involving Eye and Ear patients, staff, resources, facilities

Eye and Ear employees that require a Scope of Practice for Research are required to follow the Procedure for Credentialing of Eye and Ear staff for research activity.

Risks/Precautions:

None have been identified at the time of this review.

Procedure/Method:

1. The following individuals may apply for an Eye and Ear Honorary Researcher Appointment (HRA)

- A. An Eye and Ear employee leaves the employ of the Eye and Ear, but continues to be involved in the research project
- B. Staff employed by a research partner
- C. Staff employed by a third party
- D. Students undertaking a research project as part of their course of study
- E. Volunteers

Refer to [Appendix A](#) for a flow chart to assist in decisions regarding the need for an HRA.

Disclaimer: The Eye and Ear Hospital shall not be responsible for the use of any information contained in this document by any other organisation. This document is uncontrolled when printed or downloaded.		
Document Number: RVEE0195709	Research Office Honorary Researcher Appointments Procedure	
Approval date: 15/05/2024	Next Review date: 15/05/2025	Page 1 of 11

2. Requirement for an Honorary Researcher Appointment

2.1 An Honorary Researcher Appointment is required for the following purposes

- A. A research related activity requires the researcher to be physically located in non-public areas of Eye and Ear premises
- B. The researcher's role on the research project requires contact with Eye and Ear patients, as follows
 - 1. Patient recruitment and consenting
 - 2. Conducting interviews and questionnaires
- C. Access to Eye and Ear medical records (hard copy and electronic)
- D. Other research related responsibilities involving Eye and Ear patients, staff, resources, facilities

2.2 An Honorary Researcher Appointment is not required for

- A. Members of a research team, including Principal Investigators, on a research project that has been submitted for Eye and Ear HREC review and the project does not involve Eye and Ear patients, staff, resources or facilities.

3. Honorary Researcher Appointments will not be granted for

- A. Any clinical treatment involving Eye and Ear patients
 Any clinical procedure involving Eye and Ear patients must be performed by an Eye and Ear employee according to any Eye and Ear credentialing procedures.
 Employees of external organisations that require an Honorary Appointment in a Clinical Capacity should apply according to the Procedure for Recruitment, Credentialing, Scope of Practice and Appointment of Senior Medical Staff
- B. Any research procedure as per the Protocol
 Any individual conducting a research procedure must be credentialed by the organisation employing the individual.
 Eye and Ear employees that require a Scope of Practice for research related activity are required to follow the Procedure for Credentialing of Eye and Ear staff for research related activity.

4. Medical Students

- A. Medical students are able to be granted an Honorary Researcher Appointment subject to the following
 1. Medical Students must be supervised by a specific Eye and Ear employee at all times
 2. Supervisors are responsible for ensuring medical students have appropriate supervision for the role they are undertaking
- B. Medical Students are not permitted to independently recruit and consent Eye and Ear patients into the following research projects
 1. clinical trial
 2. genetic research project
 3. research project involving genomics

5. Authorisation and accountability

The Honorary Researcher Application must be supported and authorised by an Eye and Ear Head of Clinic/Unit/Department or Executive Director.

That Head of Clinic/Unit/Department and/or Executive Director is responsible for the Honorary Researcher during the period of the appointment.

6. Application Procedure

6.1 Application Form

Applicants must complete an Honorary Researcher Application Form

The Honorary Researcher Application form is available for download from the Eye and Ear Research website

All information related to applications for Honorary Researcher appointments are available on the Research website

The applicant should complete and submit the most current version of the application form to the Research Office as instructed

1. Handwritten applications are not accepted
 - The application form must be complete, including all supporting documentation, to be accepted for review

6.2 The application must include the following

6.2.1 Evidence of current role

The applicant must provide evidence of current appointment

Current role	Evidence required	Examples
Employee of research partner	Evidence of employment	Letter of appointment
Employee of another organisation	Evidence of employment	Letter of appointment
Student at a University	Evidence of enrolment in the research unit	Course enrolment certificate
Volunteer	Curriculum Vitae with 3 references	

6.3 Scope of Practice and credentialing

6.3.1 Appropriate role in research activity and risk assessment

All applicants are required to submit

- A. A current resume/curriculum vitae (CV)
 1. The Eye and Ear will assess the applicant has an appropriate reason to be involved in the research activity by reviewing the applicants CV and in some cases contacting referees
- B. A National Police Check
 1. The Eye and Ear will assess the risk associated with the applicant by reviewing a National Police Check
 2. The National Police Check must be dated within the past 3 months

6.3.2 Applicants involved in a research related activity involving children (if working with children in project scope and contact with a child is unsupervised, direct and a part of the person's duties) are required to submit

- A. Working with Children Check
 1. The Eye and Ear will assess the risk associated with the applicant by reviewing a Working with Children Check (WWCC)
 2. The Working with Children Check must be current and not expired

6.4 English language requirements

For researchers who have received their education in non-English speaking countries, evidence of proficiency of the English language is required. The minimum requirement for the English language (IELTS) is as per AHPRA requirements (a minimum of 7 in each section).

6.5 Health check requirements

As an honorary researcher working within a health care facility, there are mandatory vaccination requirements. Researchers are required to provide evidence of the following:

- a) covid vaccination
- b) *seasonal influenza vaccination (if you are requesting a SOP of:*
 - *Patient recruitment and obtaining consent*
 - *Conducting interviews/questionnaires*
 - *Physically located in non-public areas of Eye and Ear premises*

Researchers will need to provide a copy of their Immunisation Certificate as proof of receiving the vaccinations, which can be downloaded through Australian Immunisation Register (AIR) via myGov.

6.5 Credentialing for specific scope of practice

6.5.1 Access to medical records

For access to medical records the applicant must demonstrate

1. Evidence of current AHPRA registration; or
 - Evidence of Health Records Act training

6.5.2 Recruitment and/or consenting for a research related activity of Eye and Ear patients

For this Scope of Practice the applicant must demonstrate

1. At least one of the following; and
 - A. Evidence of current AHPRA registration; or
 - B. Evidence of allied health qualification and current registration; or
 - C. Evidence of other relevant/equivalent training; or
 - D. Letter of Support from Principal Investigator that the applicant has been trained in recruitment and consenting procedures

Disclaimer: The Eye and Ear Hospital shall not be responsible for the use of any information contained in this document by any other organisation. This document is uncontrolled when printed or downloaded.		
Document Number: RVEE0195709	Research Office Honorary Research Appointments Procedure	
Approval date: 15/05/2024	Next Review date: 15/05/2025	Page 5 of 11

- Evidence of hand hygiene training; and
- If the research project is a clinical trial, evidence of Good Clinical Practice training.

6.5.3 Interviews/survey for a research related activity of Eye and Ear patients

For this Scope of Practice the applicant must demonstrate

1. At least one of the following;
 - A. Evidence of current AHPRA registration; or
 - B. Evidence of allied health qualification and current registration; or
 - C. Evidence of other relevant/equivalent training; or
 - D. Letter of Support from Principal Investigator that the applicant has been trained in interview/questionnaire procedures, and
- Evidence of hand hygiene training; and
 - If the research project is a clinical trial, evidence of Good Clinical Practice training;

7. Salary / payment

Honorary Researcher appointments do not have a salary or any other financial benefit associated with the appointment.

8. Length of appointment

The maximum length of a term of appointment will be 5 years.

The term of the appointment will be determined by the purpose of the Honorary Researcher Appointment and the length of the activity

9. Title of appointment

A successful applicant will be able to use the title Eye and Ear Hospital Honorary Researcher

10. Conduct

Honorary Researchers are required to comply with

- A. Eye and Ear policies and procedures
- B. All research related codes

Disclaimer: The Eye and Ear Hospital shall not be responsible for the use of any information contained in this document by any other organisation. This document is uncontrolled when printed or downloaded.		
Document Number: RVEE0195709	Research Office Honorary Research Appointments Procedure	
Approval date: 15/05/2024	Next Review date: 15/05/2025	Page 6 of 11

11. Application Review procedure

- A. Research Office staff are responsible for reviewing and approving Honorary Researcher Appointments
- B. Applications will be reviewed with the Director Medical Services and/or Executive Director Medical Services if there are any concerns or queries.
- C. Applications may be
 - 1. Approved
 - 2. Approved with amendment
 - 1. The applicant will be notified by email and once the response has been received the application will be reconsidered by the Research Office staff
 - 3. Not approved
 - 1. The applicant will be notified by email
 - 2. The applicant can appeal the decision as per the Eye and Ear Research Office Complaints Procedure

12. Approved appointments

- A. The applicant will receive a letter of appointment
- B. An Eye and Ear identification badge will be allocated to researchers with an approved Honorary Researcher Appointment. This badge is to be worn at all times within the Hospital.

13. Duration of appointment

- A. The applicant is required to advise the Eye and Ear Research Office if any aspect of their situation changes
- B. The Research Office keeps a list of all current HRA and their defined scope of practice.
- C. Spot audits may be undertaken to ensure all researchers who are interacting with Eye and Ear patients or accessing records have appropriate identification and are working within their defined scope of practice.

14. Amendment of HRA

- A. Requests for amendments to an HRA should be submitted to the Research Office using the same procedure detailed in item 11.
- B. From time to time, the Eye and Ear may make changes to Honorary Researcher appointment policies and procedures. The Eye and Ear may contact an HR to make changes to the appointment.

Disclaimer: The Eye and Ear Hospital shall not be responsible for the use of any information contained in this document by any other organisation. This document is uncontrolled when printed or downloaded.		
Document Number: RVEE0195709	Research Office Honorary Research Appointments Procedure	
Approval date: 15/05/2024	Next Review date: 15/05/2025	Page 7 of 11

15. Renewal of appointments

- A. If required, prior to the end of the appointment, the HR should apply for an extension to the term of the appointment using the same procedure detailed in item 11.
 - 1. The renewal does not require resubmission of a new Police Check
- B. The request will be reviewed by the Research Office as per section 11.
- C. Approved requests
 - 1. The applicant will receive a letter of renewal of Honorary Researcher Appointment

16. Termination of appointment

- A. Termination of the HRA will be immediate if the HR leaves the employment of the research partner or third party organisation.
- B. If an honorary researcher is no longer involved in research at the Eye and Ear, the RO must be notified and any permission(s)/access granted to the Honorary Researcher will be withdrawn.

Outcome:

To ensure that all individuals involved in research related activity involving the Eye and Ear are credentialed to undertake the role specified for their research projects and are acting within an approved scope of practice.

Definitions:

HR : Honorary Researcher

HRA : Honorary Researcher Appointment

PI : Principal Investigator

RO : Research Office

Standard:



NSQHS Standard 1: Clinical Governance

Legislation:

Disclaimer: The Eye and Ear Hospital shall not be responsible for the use of any information contained in this document by any other organisation. This document is uncontrolled when printed or downloaded.		
Document Number: RVEE0195709	Research Office Honorary Research Appointments Procedure	
Approval date: 15/05/2024	Next Review date: 15/05/2025	Page 8 of 11

Current Legislation may be sourced at: <http://www.austlii.edu.au/> or Victorian legislation at: <https://www.legislation.vic.gov.au/>

References:

- [National Statement on Ethical Conduct in Human Research](#) (2023 and as amended)
- [Australian Code for the Responsible Conduct of Research](#) (2018 and as amended)
- [ICH Guideline on Good Clinical Practice](#)
- [National Clinical Trials Governance Framework](#)

Linked Policy & Procedure:

- Research Policy
- Procedure for Recruitment, Credentialing, Scope of Practice, Appointment and Reappointment of Senior Medical Staff
- Procedure for Credentialing of Eye and Ear staff for research related activity

Approval/Committees:

Research Committee

Responsible Executive:

Executive Director Medical Services

Document Author:

Manager Research

Evaluation:

Processes and procedures are evaluated within the context of organisation risk management accreditation and legislative standards.

Procedure Review:

This procedure will be reviewed - in 12 months to assess effectiveness and fit for purpose.

Disclaimer: The Eye and Ear Hospital shall not be responsible for the use of any information contained in this document by any other organisation. This document is uncontrolled when printed or downloaded.		
Document Number: RVEE0195709	Research Office Honorary Research Appointments Procedure	
Approval date: 15/05/2024	Next Review date: 15/05/2025	Page 9 of 11

Author/ Co-Authors:

Name	Position	Service / Directorate
Birinder Giddey	Executive Director Medical Services	Medical Services
Chris Tan	Director Medical Services	Medical Services
Peter Keller	Manager Research	Medical Services

Version Details:

Details	
Procedure No:	RVEE0195709
Parent Policy:	Research Policy
National Standard:	Clinical Governance
Legislation Section:	E - Patient's Rights F - Privacy
Review Date(s):	18/05/2021; 13 May 2024

Appendices:

Appendix A: [Flow chart for decision making regarding whether an HRA is required](#)

Appendix A: Flow chart for decision making regarding whether an HRA is required