

APPOINTMENT OF HONORARY RESEARCH ASSOCIATE

Background

SESLHD recognises the potential benefits in undertaking research in collaboration with persons who are not employed by SESLHD but who bring special expertise, skills and knowledge which enable or enhance the outcomes achieved to deliver improved health outcomes.

While the SESLHD does not pay any salary or wages associated with these appointments, it still has responsibilities related to its duty of care and thus must undertake certain due diligence procedures. It is therefore crucial that all relevant employment screening and documentation requirements are adhered to.

Persons who apply for appointment as an Honorary Research Associate will, depending on their role and responsibility, require evidence of collaboration with or supervision by an SESLHD clinician for the proposed research project.

The applicant must be able to provide documented evidence of relevant qualifications and/or professional registration.

Appointments will be for the duration of a proposed project which has current Human Research Ethics Committee approval and specifically for activities approved by SESLHD, undertaken as part of that project.

Applicants may seek an extension of their appointment for further projects and to do so will need to provide details of the proposed project and associated SESLHD clinician(s).

These procedures also apply to post-graduate research students unless the research is being undertaken as part of entry into a health-related occupation training course as set out in NSW Ministry of Health document - *Student Placement Agreement for Entry into a Health Occupation*.

If, following discussions between the applicant, SESLHD Clinician/Supervisor and SESLHD Head of Department it is agreed to pursue an application for appointment to SESLHD as an Honorary Research Associate, an application should be submitted to:

SESLHD Research Support Office
G71, East Wing
Edmund Blacket Building
Prince of Wales Hospital
Telephone: 9382 3587

Document Package

- Procedure
- Application Form
- Proof of Identification Points Listing (100 point Identification needed)
- NSW Ministry of Health Code of Conduct (PD2012_018)

Guidelines for the Honorary Research Appointment Process

- **Criminal Record Check:**

The applicant will need to provide the Criminal Record Check Certificate with the application form. The Criminal Records Check must be completed and paid for by the applicant at the link below:

<https://www.nationalcrimecheck.com.au/police-checks-individuals>

Effective of 1 July 2013, the price for this check is \$48.00 and can take up to 10-12 business days to process.

Criminal Record Checks are valid for 3 years from the date of issue.

- **Working with Children Check:**

To help determine if you do need the Working with Children Check the website does have a short quiz to help determine if this check is required:

<http://www.kids.nsw.gov.au/Working-with-children/Quiz--Do-you-need-a-check>

The working with children check must be completed and paid for by the applicant at the link below:

<http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check>

The result of a Working with Children Check is either a clearance to work with children for five years, or a bar against working with children.

- **Immunisation Status:**

Depending on your project and what is involved you may or may not need to provide evidence of your immunisation status.

From the categories below, you will need to determine which category you fall under for your project.

Category A – Protection against the specified infectious diseases is required.

Category A applies if:

- You will have direct physical contact with patients/clients, deceased persons, body parts, blood, body substances, infectious material or surfaces or equipment that might contain these (e.g. soiled linen, surgical equipment, syringes),
- You will be accessing the following:

High Risk Clinical Areas
Antenatal, perinatal and postnatal areas including labour wards and recovery rooms

RESEARCH SUPPORT OFFICE

Information Package



Health
South Eastern Sydney
Local Health District

Neonatal intensive care units and special care units
Paediatric wards
Transplant and oncology wards
Intensive care units
Emergency departments
Operating theatres and recovery rooms treating restricted client groups
Ambulance and paramedic care services
Laboratories
High Risk Client Groups
Children less than 2 years of age including neonates and premature infants
Pregnant women
Immunocompromised clients

The applicant will need to provide evidence of protection against the following infectious diseases:

- Diphtheria, tetanus, pertussis (whooping cough)
- Hepatitis B
- Measles, mumps, rubella (MMR)
- Varicella (chickenpox)
- Tuberculosis (TB)
- Influenza (to be determined by the Head of Department)

Category B – does not require protection against the specified infectious diseases as level of risk is no greater than that of the general community.

Category B applies if:

- The applicant does not need access to the high risk clinical areas listed above,
- There is no physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment,
- Access required is not in a clinical area,
- Only attends the clinical areas infrequently and for short periods of time (please discuss with the Head of Department)

An example of a Category B project would be when only access to the medical records department is required.

For further information please do not hesitate to contact the Research Support Office to discuss.

- Evidence of Indemnity and Insurance

Anyone that has contact with patients or data, will require evidence of Insurance and Indemnity in the form of a Certificate of Insurance.

University students should be able to access this via their University Supervisor.