

Research Policy

Purpose

The purpose of this policy is to provide guidance to the Victorian Simulation Alliance (VSA) Research Committee regarding requests for access to the membership for research purposes.

Policy Statement

This policy governs the procedure used by the VSA Research Committee to grant access to the membership by eligible research projects to invite members to participate in research activities.

- All research projects requesting access to the membership must be approved in accordance with the VSA Research Procedure.
- The membership of the VSA will not be used to elicit participation in research unless there is a VSA research approval number associated with the invitation.
- The VSA may limit the number of invitations to members to participate in survey activities per calendar year.
- Contact details of the members will not be released to researchers. All project information will be disseminated by the VSA Executive Officer.
- The VSA must be appropriately acknowledged in all research publications and presentations and a copy of the publication forwarded to the VSA Executive Officer.
- Researchers seeking access to the VSA membership must address the criteria in the VSA Research Procedure.

Timelines for notification of outcome of application

Chief Investigators of Research Projects will be notified in four weeks from the submission of the application to the VSA Executive Officer.

Responsibility for Implementation

The implementation of the policy will be the responsibility of the VSA Research Committee.

Responsibility for monitoring implementation and compliance

VSA Executive Officer.

Disclosure

Research projects disseminated by the VSA Research Committee do not represent the views of the VSA Board of Management. Any questions or complaints related to the research must be directed to the contacts identified in the project documentation.

Status of Policy

New.

Approval by the VSA Board of Management, May 2015

Key Stakeholders

VSA Board of Management including President, President Elect, Executive Officer and Ordinary Members.

Related Legislation

Australian Code for the Responsible Conduct of Research. Australian Government.
National Health and Medical Research Council. Australian Research Council.

Accessed via http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/r39.pdf

Date effective: May 2015

Date for next review: May 2017

Research Procedure

Parent Policy

Victorian Simulation Alliance Research Policy.

Preamble

This procedure document sets out the criteria and procedures to apply to the VSA Research Committee for access to the VSA membership for research purposes.

Eligible Research

Research eligible for VSA support:

- research in health professional education, where the goal is to maximise learning outcomes through the application of simulation based education and training
- research in the outcomes of applying simulation based education to patient initiatives
- research related to simulation based education with the purpose of developing innovative applications and deliveries of the method
- research addressing the mission and vision statement of the VSA.

Criteria for Assessment of Research Projects to access the VSA membership

Applications will be assessed for the following criteria:

- clear identification of all researchers involved in the project
- any conflicts of interest to be disclosed using the Disclosure of Conflict of Interest Form
- purpose of the research is to be clearly stated
- rationale for inclusion of the VSA members in the research clearly identified
- evidence of Human Research Ethics Committee approval from relevant organisations
- submission of Participant Information Statement outlining the expected investment of the member in the research
- draft of email invitation to be sent to members
- contact information for participant questions and complaints to be submitted.

It is the responsibility of the applicant to ensure that the information provided addresses the criteria identified above to be considered by the Research Committee.

Standards for the VSA Research Committee

- Decisions made by the Research Committee will be based solely on building the body of knowledge regarding simulation based education and research.
- Where a member of the Research Committee has a conflict of interest they will absent themselves from the committee considerations.
- Annual reports will be submitted to the AGM on the implementation of the policy.

Flowchart A – Assessment of Research Projects for distribution by the VSA.



Questions or Complaints related to Research

Any questions regarding the research must be directed to the contacts identified in the project documentation. The responsible conduct of the research is the responsibility of the researchers involved and not the VSA. Any complaints regarding the conduct of the research must be directed to the contacts provided in the project documentation.

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Research Checklist

	ACTION	COMMITTEE RESPONSE
	Clear identification of all researchers involved in the project	
	Response Required (Please delete when completing)	
	Any conflicts of interest to be disclosed using the Disclosure of Conflict of Interest Form	
	Response Required (Please delete when completing)	
	Submission of Participant Information Statement outlining the expected investment of the member in the research	
	Response Required (Please delete when completing)	
	Purpose of the research is clearly identified	
	Response Required (Please delete when completing)	
	Rationale for inclusion of the VSA members in the research clearly identified	
	Response Required (Please delete when completing)	
	Evidence of Human Research Ethics Committee approval from relevant organisations	
	Response Required (Please delete when completing)	
	Draft of email invitation to be sent to members	
	Response Required (Please delete when completing)	
	Contact Information for participant questions and complaints to be submitted clearly identified	
	Response Required (Please delete when completing)	

VSA Research Policy

Disclosure of a Conflict of Interest Form

This form is to be completed by any researcher who has a real or perceived conflict of interest or a potential conflict of interest in undertaking their research project.

DISCLOSURE:

Please complete your answers in block letters.

Insert full name

Research Project Title

I hereby declare a:

- REAL POTENTIAL PERCEIVED
- CONFLICT OF INTEREST CONFLICT OF COMMITMENT

Note: Tick all applicable boxes.

Please provide a brief outline of the nature of the conflict (details may be included privately in a separate confidential envelope if appropriate).

Please detail the arrangements proposed to resolve/manage/ the conflict (attach separately if appropriate).

Conflict of Interest for Research Committee Member.

Any member who has a Conflict of Interest must:

- I. Leave the room and notify committee they are doing so, and
- II. Remain outside the room until the item is considered.

Name of Member:.....

Date of Meeting:../../.....

Time member left meeting:

Time member returned to meeting:.....