Australian Centre of Excellence for Post-Traumatic Stress (ACEPTS) - Ethics and SSA authorisation process

Background:

The Australian Centre of Excellence for PTS (ACEPTS) is a subsidiary of The Road Home which is a subsidiary of The Hospital Research Foundation which provides funding for research and also manages a research space and collaboration opportunities.

Depending on which area or participants your research involves, will determine which institution has responsibility for the ethical and governance oversight of the research.

For example, if your research does not involve any Southern Adelaide Local Health Network (SALHN) patients, staff or facilities, then you will only be required to seek authorisation from your University or relevant review board to conduct the research.

If your research project does involve SALHN patients, staff or facilities, then the below review process would apply.

SALHN ethics / governance review process

The Jamie Larcombe Centre (JLC) at the Glenside site is a dedicated research centre for veterans and first responders. This centre is predominately a SALHN facility, and comes under the remit of the SAC HREC / Office for Research.

In order to provide a timely review of both ethics and governance applications for research being conducted with SALHN patients or within a SALHN facility, a streamlined review and post authorisation process has been implemented.

To reduce the number of HREC applications required to be submitted to each institution – SALHN, DDVA and University – the Office for Research advises the SAC HREC will:

- Accept the Department of Defence and Veterans Affairs (DDVA) HREC review and approval of research being conducted in the JLC, on Veterans
  - If the research does not involve veterans, please contact the Office for Research to discuss the project.
- Provide an acknowledgement of the DDVA HREC approval. This acknowledgment will provide the required SALHN HREC approval for the Site Specific Assessment to be accepted and reviewed by the SALHN Research Governance Officer.

The researchers would provide a copy of:

- The DDVA HREC approval letter
- University approval letter (if relevant)
- HREA or LNR form
- Protocol
- Participant Information sheet and consent form
• Patient tools i.e. surveys, questionnaires, diaries
• Recruitment tools i.e. flyers, phone scripts, email wording.

**SALHN Governance authorisation**

As the JLC is a SALHN facility, a Site Specific Assessment form (SSA) will be required, to assess the quality, safety, privacy, risk management, financial management and ethical acceptability of research.

The Office for Research recommends that researchers submit their SSAs around the same time they submit the ethics application to the DDVA. The SSA can be reviewed during DDVA HREC / SALHN HREC process, and authorisation granted upon HREC approval.

**The research may commence at the JLC once governance authorisation is received.**

**Post authorisation amendments and reporting**

**Amendments**

The SAC HREC will accept the DDVA HREC approval for amendments to the research project.

The researcher will provide:
- The DDVA HREC amendment approval letter
- A copy of all amended and approved documents.

**Progress reports**

SAC HREC will accept the DDVA HREC progress report on their template. Progress reports are due every six months as per the current DDVA HREC guidelines by 01 June and 01 December for the lifespan of the project.

The researcher will provide:
- The DDVA HREC acknowledgement letter
- A copy of the progress report

**Extension requests to the ethical approval**

SAC HREC will accept the DDVA HREC extension requests on their template.

The researcher will provide:
- The DDVA HREC approval letter
- A copy of the extension request

**Final reports**

SAC HREC will accept the DDVA HREC final report on their template. This is to be submitted on the completion or abandonment of a research project.

The researcher will provide:
- The DDVA HREC acknowledgment letter
- A copy of the final report
- Any available publications, posters or conference presentations.

**Safety reporting**

Safety reports are to be submitted on the SAC HREC templates, as per the SALHN reporting guidelines, as these are SALHN patients and a SALHN facility.
For more information

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If you do not speak English, request an interpreter from SA Health and the department will make every effort to provide you with an interpreter in your language.

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Office Research JLC authorisation process
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