

SSA Part C - Department and Services Guide

Part C of the Site Specific Assessment (SSA) form on Research GEMS requires researchers to nominate all departments/locations/divisions and units where resources (staff, service(s) and / or investigations) will be used. Additional approvers may be required to be nominated depending on the type and location of the study. The below table provides a guide to Researchers for selecting the appropriate departments and approvers in Part C of the SSA form.

Research conducted within:	Approver	Select in Research GEMS
Central Adelaide Local Health Network	Head of Department	Required for all studies. Select the department in which the study will primarily be conducted.
	Data and/or Tissue Custodian	Required for any patient records system other than Sunrise EMR/PAS or OACIS. Upload approval letter/email.
	Head of Supporting Department(s)	Required for any study involving support from a department other than where the study is being conducted. Select any other clinical department(s) providing support for the study For: <ul style="list-style-type: none"> • Pathology • Pharmacy • Imaging Upload quote or approval letter/email.
	Clinical Program Medical Lead	Required for all studies. Select the Clinical Program in which the study will be conducted.
	Clinical Program Nursing Lead	Required for nursing research studies. Select the Clinical Program in which the study will be conducted.
	Clinical Program Allied Health Lead	Required for allied health studies. Select the Clinical Program in which the study will be conducted.

Research conducted within:	Approver	Select in Research GEMS
Northern Adelaide Local Health Network	Head of Unit	Main department in which the study will be conducted
	Supporting Departments	Pharmacy Medical Records Radiation Other supporting departments (cross departmental studies)
	Business Consultant	**Required for <u>all</u> studies** Division in which the study will be conducted
	Divisional Director	**Required for <u>all</u> studies** Division in which the study will be conducted
Southern Adelaide Local Health Network	Head of Department	Main department in which the study will be conducted at each participating hospital/site
	Data and/or Tissue Custodian	Upload approval
	Supporting Departments	Other supporting departments Upload approval from the following departments if applicable to the study: <ul style="list-style-type: none"> • Pharmacy • Radiology • Finance
	Divisional Director	Division in which the study will be conducted
Women's and Children's Health Network	Head of Department	Main department in which the study will be conducted
	Data Custodian	Select from list (or) Upload approval
	Supporting Departments	Pharmacy Radiology Finance Pathology Other supporting departments

Research conducted within:	Approver	Select in Research GEMS
	Divisional Director	Division in which the study will be conducted
Regional Local Health Networks	Clinical Lead	Clinical program in which the study will be conducted Select other clinical programs where significant support is required for the study
	Data and/or Tissue Custodian	Executive Director of Medical Services where access to hospital records is required Country Health Connect where access to community health client data is required
	Supporting Departments	Pharmacy Finance Other supporting departments
	Director of Nursing	Sites in which the study will be conducted
	Clinical Director	Principal Investigators (PI) clinical program Select other clinical programs where significant support is required for the study
Department for Health and Wellbeing	Head of Department	Main department in which study will be conducted
	Data Custodian/s	Select from list (or) Upload approval / 'in-principle' support
	Supporting Departments	Any additional departments within DHW to be involved in the study
Drug and Alcohol South Australia (DASSA)	Head of Department	Main department in which study will be conducted
	Data Custodian/s	Select from list
	Supporting Departments	Pharmacy for clinical trials that involve an investigational product (IP) i.e., medication
	Divisional Director	Division in which the study will be conducted
SA Ambulance Service	Head of Department	Main department in which the study will be conducted