



RESEARCH RECRUITMENT REQUEST PROCESS

From time to time Peninsula Health is approached by researchers wishing to recruit research participants at Peninsula Health through posters, leaflets, handouts, for research that will be undertaken and has undergone ethical review and approval elsewhere.

Peninsula Health does not require a full Human Research Ethics Application to be submitted providing the Human Research Ethics Committee granting approval is one of the accredited reviewing Human Research Ethics Committees or the Department of Health Human Research Ethics Committee in Victoria.

The accredited HRECs are:

- The Alfred
- Austin
- Melbourne Health
- Monash Health
- Peter MacCallum Cancer Centre
- The Royal Children's Hospital
- St Vincent's Health Melbourne

Researchers seeking approval to recruit participants must submit the following documents to the Office for Research via researchethics@phcn.vic.gov.au

- A copy of the Human Research Ethics Committee Letter of Approval or Approval Certificate
- A copy of the completed Application Form (NEAF or LNR as appropriate)
- All documents to be used at this site advertisements, brochures, leaflets
- Written confirmation of support from the Peninsula Health Heads of Department, through which access to participants is being sought.

All advertisements distributed at this site must comply with the Peninsula Health Research Advertisement Guidelines (attached).

Requests will be assessed by the Manager Office for Research and will be approved by the Executive Sponsor Research. Written notification of the application outcome will be provided.

Recruitment must not commence at Peninsula Health until written approval is received by the researcher.



Advertisements must be written in simple easy English and should not contain coercive information that may overstate the benefits of participation or which may entice readers to participate.

The advertisement should contain basic information about:

- What the study is investigating (if study medication is used and includes a placebo arm – this information must be included)
- The type of people/patients being recruited
- The study time requirement including any other burdens that may be placed on participants such as travelling to other sites/health services
- Contact information for the study coordinator

Do not use the following terms:

- Subjects
- Eligible
- Sugar pill
- If you qualify...
- Important study

Do not use the term 'patients' to describe people taking part in the study. Please use the term participants.

All advertisements must include the statement:

This study has been approved by the <insert name of health service> Human Research Ethics Committee

Adapted from Austin Health 'Directions for HREC approval of Advertisements'
http://www.austin.org.au/Assets/Files/REU_Directions_Advertising_Studies.pdf