Access Request Form

The WA Health Access Request Form (ARF) is a form within the RGS which allows for the governance review of single-centre and multi-centre research projects, irrespective of risk, that require support from a Health Service Provider (HSP) in the form of access to participants, tissue or data, but **does not involve CAHS staff as investigators and will not be conducted on site.**

The ARF must be completed for all the sites (single or multiple) requiring access for the research within the jurisdiction of an HSP. Examples of such projects are:

- Participant recruitment through posters, leaflets, handouts and letter of invitation - but not recruitment through direct contact with potential participants.
- Distribution of surveys and questionnaires to CAHS patients via CAHS staff - but not collation and analysis of responses at CAHS or by CAHS investigators.
- Access to data or tissue held at CAHS - but not processed, tested or analysed at CAHS or by CAHS investigators.

Procedure

1. If the project is approved by a WA Health HREC or certified HREC under the NMA scheme, documents should be uploaded in RGS via the usual process.

2. The documents to be uploaded in RGS are:

  a. Evidence of approval from a recognised HREC
  b. A copy of the HREA (if a NMA project)
  c. A copy of the advertising material and other documents to be distributed through CAHS sites (e.g., poster, recruitment letter, survey). These must clearly identify the research site and not CAHS.
  d. Completed ARF.

3. ARF is created on RGS via the pathway: 'Applications/Site Authorisation/Active/Forms'. Site specific documents are via the pathway: 'Applications/Site Authorisation/ Active/ Documents'.

4. Most of the information on the ARF feeds through from the 'project details' tab. The PI/CPI must therefore ensure the information provided is accurate.

5. Once the ARF is finalised, the CPI/PI must invite the HOD where the data is to be accessed, or the advertising material will be distributed, to sign under section 3.2 declarations.

6. After the HODs have provided sign off, the form and any supporting documents are to be submitted to Governance for review.

7. If there is uncertainty as to whether a department needs to provide confirmation for access, the investigator should contact the Department or RGO staff to discuss.

8. If a project is approved by another NHMRC-registered HREC that is not WA Health or certified under the NMA scheme (e.g. university HREC), further review may be exempted and access may be granted on a case-by-case basis depending on what the requirements are. Investigators should contact cahs.rgo@health.wa.gov.au