

TARGET AUDIENCE and SETTING

All researchers conducting research involving Monash Health consumers, employees, or resources.

PURPOSE

Monash Health is a public health care organisation that falls under the Victorian Managed Insurance Authority (VMIA). Employees of Monash Health (including people who hold joint appointments with Monash Health and a partner organisation) are covered under the VMIA, provided they carry out their duties in accordance with their conditions of employment.

External researchers, who are not employees of Monash Health or who do not hold a joint appointment between Monash Health and the partner organisation are not subject to Monash Health conditions of employment and present a risk to the organisation. External researchers are also vulnerable, in the event that an incident or an injury were to occur because they are not covered by the VMIA.

In recognition that Monash Health is engaged in health-related research across all stages of life and has strong collaborations with a number of organisations, this procedure is intended to support:

1. facilitating honorary researcher appointments, in circumstances where an external researcher is supporting a research project with a Monash Health Principal Investigator and the research is of potential benefit to Monash Health;
2. mitigating Monash Health's risk exposure.

Monash Health must have strict controls as to who is permitted to hold honorary researcher status and under what conditions. Honorary Researchers are not managed by People and Culture and are managed by the Research Support Services team.

In order to be eligible to apply for honorary researcher status, the following principles are applied.

1. Approval for Honorary Researcher status will be considered if the research study has obtained Human Research Ethics Approval and Site Authorisation at Monash Health. The Honorary Researcher status must be linked to the functions and requirements of a specific research study.
2. Monash Health may grant Honorary Researcher status if the study involves a Monash Health Principal Investigator, and the research team are able to demonstrate how the research may potentially benefit Monash Health.
3. The Monash Health Principal Investigator agrees that they will hold responsibility for oversight of the Honorary Researcher and will immediately report to Research Support Services, any issues that may impact on the safety of Monash Health patients, staff or resources.

DEFINITIONS

Clinical research procedure means research procedures including recruitment, undertaking informed consent, conducting a procedure involving a research participant.

Non clinical research procedure means research that involves access to Monash Health data on patients/staff or internal systems but no direct contact with participants.

Honorary Application or Appointment means application requesting for appointment at Monash Health as an honorary researcher.

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Honorary Researcher Appointment Application Procedure

Procedure

Undergraduate Monash University student researcher means a student of Monash University who is undertaking a research project (with Human Research Ethics Approval and Site Authorisation), under the supervision of a Monash Health staff member. In this instance the person would not be required to apply for honorary researcher status.

PRECAUTIONS/CONTRAINDICATIONS

All researchers at Monash Health must conduct research in the manner indicated in the [Human Research Policy](#) and the Research Governance Procedure.

All researchers conducting research at Monash Health must remain familiar with and follow the Monash Health COVID-19 guidelines and adhere to relevant Victorian Government directives.

STANDARD REQUIREMENTS

When undertaking any clinical interaction with a patient, staff are expected to:

- Perform routine hand hygiene. Refer to the [Hand Hygiene Procedure](#).
- Introduce themselves to the Patient and Carer/ Family if in attendance
- Check patient identification. Refer to the [Patient Identification Procedure](#).
- Obtain consent as per the [Consent to Medical Treatment Procedure](#). Keep the patient/carer informed and involve them in decision making.
- Document interaction in the electronic medical record or health record using black pen; including date, time, signature, and designation.

EQUIPMENT

- Thermal Imaging Camera
- Tympanic thermometer and covers or handheld thermal scanners
- Hand sanitiser
- Surgical masks
- Mobile phone / Ascom phone
- Dated stickers for persons requiring re-entry after being screened

[Attestation form](#) is available to download or hard copy form at entry to Monash Health facilities.

PROCEDURE

Process to Apply for Honorary Researcher Status:

1. Submit Honorary Appointment Application Form and supporting documents via email to research@monashhealth.org with the following supporting information/documentation:
 - Honorary Appointment Application Form including signature by supervising Monash Health Principal Investigator, Head of Department and Director of Clinical Research.
 - Provide a certified copy of Immunisation status; including annual Flu vaccination, per Monash Health site policy.
 - Certified Copy of transcripts of any qualifications required for the Honorary role.
 - Copy of valid Fit2Work (police check within 12months of validity) and Working with Children Check.
 - Copy of curriculum vitae and Good Clinical Practices (GCP) training certificate (if relevant).
 - Details of the research projects (Study title, Monash Health local reference number and site location) for which the honorary appointee will be conducting research.
 - Details of the duties the external researcher will be performing in the research and provision of supporting documentation that demonstrates that the external researcher has been through a credentialing process in allied health, nursing or medicine, if research involves interventional practices.

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- Summary of the reason for providing the external researcher an Honorary Appointment and how the research may potentially benefit Monash Health. This should also briefly summarise, how Monash Health will be recognised for contributing to the research. Eg. Inclusion of authorship/acknowledgement on publications, provision of resources to support the research.
 - The Honorary Application Form requires the applicant to agree to their details being on the Honorary Researcher register, maintained by Research Support Services. This register may be accessed by representatives of People and Culture, Monash Health Executive or Monash Doctors, Nursing or Allied Health for the purposes of verifying information and quality assurance purposes.
2. Research Support Services will provide approval for the honorary researcher to commence research duties at Monash Health under the supervision of the Monash Health Principal Investigator or delegate as entered into the delegation log; in accordance with GCP Guidelines.
 3. If relevant, the honorary researcher must complete any required Monash Health training such as Privacy Training, and request Monash Health systems application access as a contractor via the Head of Department.

The Monash Health Principal Investigator and Honorary researchers must comply with the following conditions whilst conducting approved research activities at Monash Health:

- Conduct research in accordance with both the Human Research Ethics Approval and Site Specific Authorisation issued by Monash Health.
- The Monash Health Principal Investigator is responsible for the supervision arrangements of the honorary researcher;
- An executed Agreement between Monash Health and the Honorary Researcher’s Institution must be in place prior to commencing research activities at Monash Health. Site Specific Authorisation to commence the study will not be granted without a suitable fully executed research agreement.
- If the Honorary Researcher does not hold an Australian medical history, a statutory declaration stating all mandated immunisations have been undertaken must be provided.

On-site presence:

All persons who enter Monash Health facilities are required to wear a face mask and undergo a temperature check by passing through thermal imaging cameras or a handheld thermal scanner and complete a daily attestation to indicate that requirements of the [CHO direction on mandatory vaccination](#) and Monash Health screening have been met prior to entering the facility. This is in line with the Government’s initiatives towards making workplaces safer for Victoria healthcare workers.

- Researchers are requested to download the [Attestation form](#) to their smart phone (via QR code) or complete the Attestation hard copy form available on arrival at Monash Health.
- If the answer to all screening questions is “no”, a green tick will be produced. This must be presented to the screening team for verification.
- All persons who **do not** pass the screening check by answering “yes” to any screening question will not be permitted to enter and shall be provided with further advice from the screening staff team.
- The attestation form link may be saved and completed at each visit prior to entering the facility to ensure you prevent crowding and delays.

It is the responsibility of the Researcher to ensure that their vaccinations are up to date per the Monash Health vaccination requirements and Victorian Chief Health Officer Directive for COVID-19 vaccination.

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Researchers must not enter or remain at Monash Health if:

- have symptoms consistent with COVID-19
- are awaiting a COVID-19 test result
- live with someone who is symptomatic and awaiting a COVID-19 test result
- have had contact with a confirmed case of COVID-19 or someone in isolation in the last 14 days (excluding patient care)
- have visited a public exposure site or an interstate risk zone during the listed times
- have returned from overseas in the last 14 days

From 29 October 2021, to enter a Monash Health site researchers must:

- have received a first dose of COVID-19 vaccine, and
- have a second vaccination booking to occur by 15 December 2021.

From 15 December 2021, to enter a Monash Health site researchers must:

- have received both doses of a COVID-19 vaccine.

RELATED DOCUMENTATION

Honorary Appointment Application Form (including Confidentiality Declaration)

[Fit2Work](#)

[Monash Health Staff Immunisation Procedure](#)

[Monash Health Strategic Plan](#)

KEYWORDS

Honorary Appointment

Honorary Appointment Application

Document Governance	
Supporting Policy	Human Research Policy
Executive Sponsor	Chief Medical Officer
Program Responsible	Research and Ethics
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