

**INTERNAL ONLY**  
**ISLHD OPERATIONAL**  
**BUSINESS RULE**



**Appointment of Illawarra Shoalhaven Local Health District (ISLHD) Employees as Research Affiliates of the Illawarra Health and Medical Research Institute (IHMRI)**

**ISLHD CORP BR 63**

**RESEARCH GOVERNANCE BUSINESS RULE**

<b>Name</b>	Appointment of Illawarra Shoalhaven Local Health District (ISLHD) Employees as Research Affiliates of the Illawarra Health and Medical Research Institute (IHMRI).
<b>What it is</b>	Explains the procedures for an individual ISLHD staff member to apply for appointment as an IHMRI Affiliated Researcher in accordance with the <i>IHMRI/ISLHD Individual Researcher Affiliation Agreement (the Affiliation Agreement)</i> dated October 2014.
<b>What it is not</b>	This document does not replace NSW Health Policies concerning authorisation to conduct research. Policy Directive – PD2010_056 <i>Research – Authorisation to Commence Human Research in NSW Public Health Organisations</i> .
<b>Who it applies to</b>	Any ISLHD employee who wishes to apply for appointment as a Research Affiliate of IHMRI.
<b>What to do</b>	<p>Prior to submitting a request, the applicant should carefully consider the terms and conditions detailed in Part C of <i>the Affiliation Agreement</i> copies of which are available from the IHMRI Research Development Unit Applicants should note in particular the responsibilities and obligations of an IHMRI Affiliated Researcher and should seek advice from the IHMRI Research Development Unit on 4221 4333 or <a href="mailto:ihmri-research@uow.edu.au">ihmri-research@uow.edu.au</a></p> <p>The applicant identifies the purpose(s) for which they are seeking IHMRI Researcher Affiliation and, following discussions with their ISLHD supervisor, completes <i>the Affiliation Agreement</i> Schedule Part A and signs Part B. Confirmation of the support by their ISLHD Supervisor is required prior to submission (Part B).</p> <p>The applicant submits a completed Part A and Part B and, if necessary, supporting documentation to <a href="mailto:ihmri-research@uow.edu.au">ihmri-research@uow.edu.au</a>. The IHMRI Research Development Unit will review and submit to the IHMRI Executive Director or delegate for consideration and approval. When approved IHMRI will forward <i>the Affiliation Agreement</i> to the Research Office, Level 8, Block C, Wollongong Hospital.</p>

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<p><b>How to use it</b></p>	<p><i>The Affiliation Agreement</i> is reviewed by the ISLHD Research Office to identify any additional information required.</p> <p>The ISLHD Research Office prepares a brief and submits <i>the Affiliation Agreement</i> to the Chief Executive or delegate for consideration and approval.</p> <p>When approved by ISLHD, the ISLHD Research Office will forward an electronic copy of the signed <i>Affiliation Agreement</i> to the IHMRI Research Development Unit.</p> <p>IHMRI will advise the applicant of the outcome of their application.</p> <p>The applicant will be responsible for advising ISLHD and seeking approval to amend the circumstances of their appointment.</p>
<p><b>Why the rule is necessary</b></p>	<p>This ensures that ISLHD has approved the appointment of a staff member as an IHMRI Affiliated Researcher and agreed to specific activities associated with that appointment</p>
<p><b>Who is responsible</b></p>	<p>ISLHD Applicant          ISLHD Supervisor          ISLHD Research Office          ISLHD Chief Executive or Delegate</p>
<p><b>References</b></p>	<p><i>IHMRI/ISLHD Individual Researcher Affiliation Agreement</i> dated October 2014.</p> <p>PD2010_056 <i>Authorisation to Commence Human Research in NSW Public Health Organisations</i></p> <p>GL2011_001 <i>Research Governance in NSW Public Health Organisations.</i></p>

I, Leonard Arnolda, Clinical Director, Health and Medical Research of Illawarra Shoalhaven Local Health District attest that this business rule is not in contravention of any legislation, industrial award or policy directive.

**Revision & Approval History**

Date	Revision No.	Author and Approval
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October 2015	0	Director Research Governance Approved by Manager CGU
December 2018	1	Clinical Director, Health and Medical Research