



Government of **Western Australia**
North Metropolitan Health Service
Mental Health, Public Health and Dental Services



Acknowledgment of the Take 5 concept
developed by RPH

Governance Approval Process for Research Projects via RGS

(For Service Managers / Program Directors / Approvers)

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Endorsed by: NMHS MH Research Ethics and Governance Office

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Who provides governance approval for research projects in NMHS MH?

This role is allocated to a person, who is appointed to, or acting in, a position within the NMHS MH that has to decide whether to provide resources or services to support a research project; or authorise the commencement of a project at a site. This may involve one or more of the following:

- Provision of information, including quotes, for departmental resources and/or services to enable the development of a budget for a project.
- Provision of either an authorisation or decline decision to provide departmental resources and/or services for a project on the governance application and budget.
- Review and decide whether to provide authorisation to conduct a project within a department or at a site.

This person can be a Head of Research Department (HoD), Head of Supporting Department (HoSD), Service Manager(SM), Program Director (PD) or Executive Director (ED).



What is the NMHS MH Service Manager/Program Director required to do?

- **Meet/discuss** the project with the researcher
- **Understand** what the service is required to do in order to support the project (e.g. infrastructure, staff time, other support)
- **Speak** with the teams regarding whether the service can support the project
- **Create** account in RGS
- **Review** the project documentation via RGS
- **Authorise** the project at the site: review the Site Specific Authorisation Form and sign the Budget Form via RGS
- **Check** that the project has HREC / institutional (governance) approvals before it starts at the service
- **Provide support** once the project is approved



How to authorise a project

All users must create an RGS account in order to be able to access RGS

<https://rgs.health.wa.gov.au/Pages/Home.aspx>

- Head of Research Department (HoD), Head of Supporting Department (HoSD), Service Manager(SM), Program Director (PD) are required to provide a quote on the cost and funding (whether monetary or in-kind) for the project on the **Budget Form** and to authorise the project at their site on the Governance Form (**Site Specific Assessment Form SSA** or **Access Form AF**)
- The Executive Director provides final approval for the project to commence at the site.

The step-by-step process on how to provide a quote for the service or support for the project in the Budget Form and how to authorise an SSA/AF (by HoD, HoSD, SM, PD), and how to provide site approval to conduct the project (by ED) is detailed in the RGS Hospital

Administrator User Guide,

<https://rgs.health.wa.gov.au/rgshelp/Documents/RGS%20Training%20Manual%20-%20HA.pdf>



Where can I learn more?

More information can be found on the RGS website :

<https://rgs.health.wa.gov.au/Pages/Home.aspx>

or

by contacting the NMHS MH REGO:

Executive Officer: NMAHSMHREGO@health.wa.gov.au

Phone: 08 9347 6502

Include this link to evaluation form:

Please complete the 1 minute evaluation of this Take 5 education [HERE](#).