AV Research Application Guidelines

Contents

Background and context

1. Purpose

The Research Application Form and Guidelines are designed to help you provide the information that is used by Ambulance Victoria (AV) to prioritise participation in research projects involving AV's people, patients or data. Individuals considering the development of research proposals are requested to provide information using the Research Application form – FOR/STP/001, which is available upon request.

It is highly recommended that prior to formulating and submitting a research proposal, researchers contact the AV Centre for Research & Evaluation to discuss the proposed protocol. This will help to reduce delays in the application process, which can be caused by incomplete or inappropriate applications, or applications for topics which are already being studied.

Please contact:

Research Governance Manager
Email: researchgovernance@ambulance.vic.gov.au

2. Responsibility

Role	Responsibility
Professional ethical standards	• Provide every patient with dignity and Best Care. • Assume responsibility, and accept accountability, for professional decisions. • Protect the privacy and confidentiality of personal and health information handled while performing functions. • Avoid any real or apparent conflicts of interest. • Report improper conduct.

ensure that you are using the latest version of the form. The application is the main source of information available to the AV Research Committee. The application must contain all the information necessary for consideration of the project without the need for further written or oral explanation, or reference to additional documentation. Please write in clear, everyday English. Define all terminology and abbreviations.

All details in the application must be current at the time of application and should reflect the research protocol approved by the Human Research Ethics Committee. The checklist at the end of the Research Application form – FOR/STP/001 will assist you in ensuring that all relevant documents are included in your application.

All project applications will be reviewed and are subject to approval in accordance with AV's Research Governance Procedure – PRO/STP/003. AV will notify the applicant of the success or otherwise of the proposal following consideration of the project. AV will assess projects based on the following criteria:

- Alignment with AV's strategic priorities
- The potential benefits arising from the research
- Existence of research funding
- Credentials or technical competence of the researchers
- Risks and impacts to AV, including resourcing, time, or 'over-surveying' of the AV workforce
- Human Research Ethics Committee approval

In general, AV will not approve research proposals that:

- Involve interventions with substantial clinical risk
- Are likely to involve any delays in the provision of usual care
- Involve additional

Please fully justify the need to use paramedic time, particularly via administration of a survey.
Researchers cs(c3)-2 (h4y)8.8 hf84606204 f-12.744 l(edi)2.6ban.5 (t)-can6.6 (r)-6 (a)10 (ed t)-6f3.4 (m)5 19.

Provide details of potential risks to participants and AV in relation to participation in the project. Give a likelihood estimate of risks and provide information on strategies, which will be employed to

Appendix A: Project protocol

Attach a detailed project protocol. The following elements should be included in the proposal:

1.

Appendix B: Guidelines for recruitment of paramedics as research participants

There are many applications submitted annually to the AV Research Committee requesting to survey/conduct focus groups with the paramedic workforce for research purposes. The AV Research Committee has a responsibility to ensure all research is of high quality, aligns with organisational needs, and creates research that is of maximum benefit with minimal risks. Please consider the following carefully when submitting your research application.

Survey fatigue

Research has shown that repeated surveying of a population can lead to 'survey fatigue'. This results in reduced response rates, poor quality survey responses and an aversion to participating in future research. Therefore it is important that the Research Committee carefully select survey-based projects to ensure paramedics remain optimally receptive to research participation. This also means that surveys that replicate previous studies or aspects of previous studies are unlikely to be approved. Similarly, focus groups that are poorly conducted or yield outcomes of minimal benefit are of concern to AV.

Ethics

Does your recruitment of paramedics comply with the principle of Justice according to the National Statement on Ethical Conduct in Human Research?

- Is asking paramedics to complete this survey or participate in your focus group fair?
- Is it likely that paramedics will have to complete this activity in their own personal time?
- Are there any benefits to paramedics for participation in your research?
- Are you likely to obtain a high response rate or a biased sample? How will this impact the value of your research?
- Do you have training, skills, and experience in conducting focus groups?
- Is the survey of exceptionally high quality and has it been validated?
- Is your research protocol likely to yield unique, publishable results that will be of interest or benefit to AV and its paramedics?

Organisational responsibility

As an organisation and an employer, AV has a responsibility to ensure that its workforce is protected from unnecessary stressors. A constant stream of unsolicited emails to a work-based personal email, internal mail survey packages, branch visits and other methods of recruitment do create pressure to participate, even when subtle.

- How do you plan to recruit your paramedic participants?
- What is the risk to their privacy?
- What is the chance of coercion when surveys are distributed via their employer?
- What is the impact on their levels of workplace stress?
- Does the quality and impact of your survey mitigate these risks via its extensive benefit to paramedics or the organisation?

DOCUMENT CONTROL

Document name	**AV RESEARCH APPLICATION**
Applies to	Operational; Patient Transport; δ ACOs Corporate; δ ARV; δ CERTs Auxiliaries; δ Co-responders
Document no.	PRO/STP/001 **Stored:** Content Manager PRO/STP/001
Version	7.0 **Review:** Annual 3-Yearly
Division	Quality and Patient Experience
Responsible Executive	Executive Director Quality and Patient Experience
Responsible Manager	Research Governance Manager
Key stakeholders: (including external)	**Consulted:** • Director Centre for Research and Evaluation **To be informed:** • None
Review date	By **23 November 2026** or in accordance with applicable legislative or regulatory changes.
National Safety and Quality Health Service Standards	**To be completed by the National Standards Accreditation Lead:** 1. Clinical governance 2. Partnering with consumers 3. Healthcare-associated infection 4. Medication safety 5. Comprehensive care 6. Communicating for safety 7. Blood management 8. Recognising and responding acute deterioration NSQHS standards are NOT applicable
Material legislation	The following legislation, regulations and/or standards are material to this document: • Australian Code for the Responsible Conduct of Research • Health Records Act 2001 (Vic) • Privacy and Data Protection Act 2014 (Vic)
Material associated documents	The following documents are material to this procedure: • **Parent policy:** Research Governance Procedure – PRO/STP/003 • Guidelines for AV co-investigators on research projects – PRO/STP/004 • Research Application form – FOR/STP/001 • Progress and Final Report form – FOR/STP/002

Version control and change history

Version	Date approved	Date superseded	Amendment
5.0	17 January 2018	23 November 2023	Minor updates to reflect updates to Research Application Form
6.0	23 November 2023	Current	Restructured document to align with Research Application Form. Added information regarding Cost Recovery Model.