



Queensland
Government

Metro North
Hospital and Health Service

Royal Brisbane & Women's Hospital
Human Research Ethics Committee

Enquiries to: Ulani Hearn
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File Ref: HREC/17/QRBW/266
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Miss Nicole Gavin
Acting Nurse Researcher
Centre for Clinical Nursing (Nursing & Midwifery Centre)
Level 2, Building 34
Royal Brisbane & Women's Hospital
Herston Q 4029

Dear Miss Gavin,

Re: Ref N^o: HREC/17/QRBW/266: A collaborative engagement strategy to address a healthcare problem

Thank you for submitting the above research project for single ethical review. This project which was considered by a sub-Committee and was then reviewed by the Royal Brisbane & Women's Hospital Human Research Ethics Committee (RBWH HREC) (**EC00172**) at its meeting held on 12 June 2017. The research project meets the requirements of the National Health and Medical Research Council's (NHMRC) *National Statement on Ethical Conduct in Human Research (2007)*.

I am pleased to advise that the RBWH Human Research Ethics Committee has granted ethical approval of this research project.

The nominated participating site for this project is:

- Royal Brisbane & Women's Hospital

This letter constitutes ethical approval only. This project cannot proceed until separate research governance authorisation has been obtained from the CEO or Delegate of the Royal Brisbane & Women's Hospital under whose auspices the research will be conducted.

The approved documents include:

<i>Document</i>	<i>Version</i>	<i>Date</i>
Covering Letter		15 May 2017
Low or Negligible Risk Research Application (<i>Submission Code: AU/10/A9DD220</i>)	1.0 (2011)	15 May 2017
Study Protocol	1	10 May 2017

Participant Information Sheet & Consent Form - For Carers	1	11 May 2017
Participant Information Sheet & Consent Form - For Consumers	1	11 May 2017
Participant Information Sheet & Consent Form - For Healthcare Workers	1	11 May 2017
Letter of Support (Nursing Director, Cancer Care Services, RBWH)		11 May 2017
QUT HREC Ethical Approval Certificate		12 May 2017
Curriculum Vitae of Nicole Gavin		
Curriculum Vitae of Dr Glenda Amayo Caldwell		
Curriculum Vitae of Dr Krispin Hajkowitz		
Curriculum Vitae of Dr Severine Mayere		
Curriculum Vitae of Cynthia June Cliff		
Curriculum Vitae of Dr Markus Rittenbruch		
Curriculum Vitae of Elise Button		
Curriculum Vitae of Shelley Kulperger		
Curriculum Vitae of Dr Sukanlaya (Sukie) Sawang		
Curriculum Vitae of Jared Donovan		
Curriculum Vitae of Sarah Northfield		2016
Curriculum Vitae of Dr Mirko Guaralda		
Response to Request for Further Information		25 May 2017
Letter of Advice from Senior Solicitor (MNHHS)		24 May 2017
Letter of Support, Acting Executive Director Cancer Care Services (RBWH)		25 May 2017
Letter of Support, A/Director Patient Services Operations (MNHHS)		25 May 2017
Response to Request for Further Information		21 June 2017
InstaBooth Advertising Poster	1	21 June 2017

Approval of this project from the RBWH HREC is valid from **23.06.2017** to **23.06.2020** subject to the following conditions being met:

- The Coordinating Principal Investigator will immediately report anything that might warrant review of ethical approval of the project.
- The Coordinating Principal Investigator will notify the RBWH HREC of any event that requires a modification to the protocol or other project documents and submit any required amendments in accordance with the instructions provided by the HREC. These instructions can be found at <https://www.health.qld.gov.au/metronorth/research/ethics-governance/hrec-approval/default.asp>.
- The Coordinating Principal Investigator will submit any necessary reports related to the safety of research participants in accordance with the RBWH HREC policy and procedures. These instructions can be found at <https://www.health.qld.gov.au/metronorth/research/ethics-governance/post-approval-reporting/default.asp>.

- In accordance with Section 3.3.22 (b) of the National Statement the Coordinating Principal Investigator will report to the RBWH HREC annually in the specified format, the first report being due on **23.06.2018** and a final report is to be submitted on completion of the study. These instructions can be found at <https://www.health.qld.gov.au/metronorth/research/ethics-governance/post-approval-reporting/default.asp>.
- The Coordinating Principal Investigator will notify the RBWH HREC if the project is discontinued before the expected completion date, with reasons provided.
- The Coordinating Principal Investigator will notify the RBWH HREC of any plan to extend the duration of the project past the approval period listed above and will submit any associated required documentation. Instructions for obtaining an extension of approval can be found at <https://www.health.qld.gov.au/metronorth/research/ethics-governance/hrec-approval/default.asp>.
- The Coordinating Principal Investigator will notify the RBWH HREC of his or her inability to continue as Coordinating Principal Investigator including the name of and contact information for a replacement.
- A copy of this ethical approval letter together with completed Site Specific Assessment (SSA) and any other requirements must be submitted by the Coordinating Principal Investigator to the Research Governance Office at the Royal Brisbane & Women's Hospital in a timely manner to enable the institution to authorise the commencement of the project at its site.
- Should you have any queries about the RBWH HREC's consideration of your project please contact the HREC Coordinator on 07 3646 5490. The RBWH HREC's Terms of Reference, Standard Operating Procedures, membership and standard forms are available from <https://www.health.qld.gov.au/metronorth/research/ethics-governance/hrec-approval/membership/default.asp>.

The RBWH HREC wishes you every success in your research.

Yours sincerely,



Dr Allison Sutherland

A/Chairperson RBWH Human Research Ethics Committee

Metro North Hospital and Health Service

23.06.2017