MonashHealth

Research Support Services
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25 May 2018

Dr Debra Phyland
ENT Building
Moorabbin Hospital
P.O. Box 72, Rear
867 Centre Road
Bentleigh East VIC 3165

Dear Researcher,

Study title: Prevention of Ventilation Tube Obstruction (PreVenTO): a randomised controlled trial

NMA HREC Reference Number: HREC/18/MonH/182
Monash Health Ref: RES-18-0000-175A

The Monash Health HREC reviewed the above application at the meeting held on 05 April 2018. In addition, the HREC is satisfied that the responses to our correspondence of 06 April 2018 have been sufficiently addressed.

The HREC approved the above application on the basis of the information provided in the application form, protocol and supporting documentation.

This reviewing HREC is accredited by the Consultative Council for Clinical Trial Research under the single ethical review system.

Approval

The HREC approval is from 25 May 2018.

Approval is given in accordance with the research conforming to the *National Health and Medical Research Council Act 1992* and the *National Statement on Ethical Conduct in Human Research (2007)*. The HREC has ethically approved this research according to the Memorandum of Understanding between the Consultative Council and the participating organisations conducting the research.

Approval is given for this research project to be conducted at the following sites and campuses:

- Monash Health
  - Monash Medical Centre, Clayton
  - Monash Medical Centre, Moorabbin
  - Dandenong Hospital
  - Casey Hospital

You must comply with the following conditions:

The Chief Principal Investigator is required to notify the Manager, Human Research Ethics Committees, Monash Health of:

Any change in protocol and the reason for that change together with an indication of ethical implications (if any)

2. Suspected Unexpected Serious Adverse Reactions (SUSARs) involving a Monash Health participant or a participant at site that Monash Health has provided HREC Review.
3. Serious Adverse Events (SAEs) that occur with a Monash Health participant or with a participant from a site that Monash Health has provided HREC review that are considered by the Investigator as being definitely related, probably related, possibly related and unknown.
4. Any unforeseen events that might affect continued ethical acceptability of the project.
5. Any expiry of the insurance coverage provided in respect of sponsored trials.
6. Discontinuation of the project before the expected date of completion, giving reasons.
7. Any change in personnel involved in the research project including any study member resigning from Monash Health &/or the study team.

At the conclusion of the project or every twelve months if the project continues, the Principal Investigator is required to complete and forward an annual progress report to the Committee.

Reminders to submit annual progress report forms will be forwarded to the researcher.

The Coordinating Principal Investigator is responsible for notifying Principal Investigators. The Coordinating Principal Investigator and Principal Investigators should forward a copy of this letter to their site's Research Governance Officer.

Approved documents

Documents reviewed and approved at the meeting were:

Document	*Version*	*Date*
Human Research Ethics Application	AU/1/5D0535	20 March 2018
Victorian Specific Module	1.1	12 March 2018
Protocol	1.1	11 April 2018
Participant Information and Consent Form	1.1	11 April 2018
PreVent-O Participant Invitation Letter	1.1	11 April 2018
PreVent-O GP Letter	1.1	11 April 2018
PreVent-O QoL Questionnaire	1.1	11 April 2018
PreVent-O Intraoperative Worksheet	1.1	11 April 2018
PreVent-O Postoperative Review Worksheet	1.1	11 April 2018
PreVent-O Patient Diary	1.1	11 April 2018

Site-Specific Assessment (SSA)

<u>SSA authorisation is required at all sites participating in the study. SSA must be authorised at a site before the research project can commence.</u>

The completed Site-Specific Assessment Form and a copy of this ethics approval letter must be submitted to the Research Governance Officer for authorisation by the Chief Executive or delegate. This applies to each site participating in the research.

If you should have any queries about your project please contact Deborah Dell or Julie Gephart by email deborah.dell@monashhealth.org /julie.gephart@monashhealth.org

The HREC wishes you and your colleagues every success in your research.

Yours sincerely

DEBORAH DELL
HREC Manager

Cc: Ms Sue Kirsa and Ms Helen Kopp, Therapeutics Committee
Cc: Mr Luke Chenkan Wang, Monash University
Cc: Ms Brinda Kinakkal, SSA Coordinator

Checklist: Post-ethics approval requirements that must be met before a research project can commence at a study site.

Please ensure that as a PI (including the CPI) the following are completed at each study site.

Requirements	**Yes/No/NA**
Ethics approval notification The PI must send a copy to the RGO at that study site.	YES
HREC Review Only Indemnity The PI must forward a copy of the signed HREC Review Only Indemnity to the RGO at that study site.	NA
CTN Acknowledgement for Commercially Sponsored Studies The PI must forward a copy of the CTN Acknowledgement to Research Support Services.	NA
CTN Lodgement for Collaborative Group/Investigator Driven Studies The PI or nominated delegate is requested to make an appointment with the Monash Health Research Support Services contact for the study deborah.dell@monashhealth.org or michael.kios@monashhealth.org so that the lodgment may be completed by both the investigator and Research Support Services. The banking details for payment to the TGA will need to be brought along to this appointment, in order to finalise notification to the TGA. The fee for lodging a CTN is $335.	NA
SSA authorisation notification The PI must forward the SSA form and attached documents (e.g. CTRA) to the RGO so the authority approving the conduct of the trial, at that site, can complete and sign.	No, Received
Radiation If applicable, the RGO must contact the Medical Physicist so that the study may be notified to the Radiation Risk Section of the Department of Health and Human Services.	NA
Other Commonwealth statutory requirements Ensure compliance with the following e.g. Office of the Gene Technology Regulator, NHMRC Licensing Committee, NHMRC Cellular Therapies Advisory Committee.	YES