

Quality Assurance / Audit Activity Checklist

Please submit all documentation via ERM [Login - ERM Applications \(ethicalreviewmanager.com\)](https://ethicalreviewmanager.com)

No.	Description	ERM
1.	Exemption Form completed through ERM Website	1
2.	Cover letter addressed to the Chair of the CHQ Human Research Ethics Committee containing the following: <ul style="list-style-type: none"> Statement of what is being requested, e.g. "I am writing to seek a waiver of Human Research Ethics Committee review for the following Quality Assurance activity with intent to publish the findings"; Descriptive title of the activity; Brief summary of the activity with justification of why this is a Quality Assurance / Audit activity rather than a research study (refer to National Statement Chapter 2.3 for relevant considerations in providing justification National Statement on Ethical Conduct in Human Research (2007) - Updated 2018 NHMRC) Contact details (postal address, telephone number and e-mail address) of the applicant. 	1
3.	A proposal document (the CHQ research protocol template is recommended and can be modified as appropriate) Resources for researchers and research sponsors HREC CHQ (health.qld.gov.au) containing the following: <ul style="list-style-type: none"> Descriptive title of the activity Investigators involved (e.g. to the level of potential authorship on any resultant publication) Aim and Background: Why is this activity being undertaken? What are the standards of care that apply? How will the results be used? Method: Details on participants to be included (inclusion / exclusion criteria, numbers involved, relevant time periods); what, if anything, participants will be asked to do; variables to be reported on, including outcomes of interest; method of data collection (e.g. chart review); methods used to maintain confidentiality / anonymity; the form the results will take (e.g. descriptive statistics); study timelines; how the exercise might be fed back into an audit or service improvement cycle; where the results are anticipated to be presented external to the institution; references (where relevant). The proposal document may be brief (1 – 2 pages). A research protocol template can be used and modified as appropriate (e.g. sample size calculations may not be relevant). Data Management: how will collected data be stored and managed 	1
4.	Any associated study materials with version and date control (e.g. data collection tools, patient satisfaction questionnaires).	1
5.	Head of Department letter/email of support for the project.	1

If any queries regarding submission requirements, please contact the HREC office CHQEthics@health.qld.gov.au or 3069 7002.

