

Promoting research opportunities at WCHN

Research is a key and valued activity of the Women's and Children's Health Network (WCHN). Research is regularly undertaken at WCHN to develop new treatments and diagnostic methods for a variety of diseases, to improve the health and wellbeing of our community. WCHN also collaborates with many other research organisations in Australia and overseas to enhance our research efforts.

This document outlines the process for promoting research at WCHN. This includes, for example, the use of posters or flyers as recruitment tools.

This process must be followed when researchers wish to utilise promotional materials for their research at the WCHN.

Required approvals for human research at WCHN

Before a human research project may commence or be promoted at WCHN, it must undergo a Human Research Ethics Committee (HREC) review and a Research Governance (RG) review, also known as Site Specific Assessment (SSA) review.

Required approvals for research promotion materials at WCHN

Step 1: Development and design

Use the templates

Researchers can use the WCHN branded promotional materials for any research project conducted at WCHN.

WCHN branded templates for research recruitment posters have been designed by the WCHN Corporate Communications team. These templates can be obtained from the WCH website or by contacting Corporate Communications via HealthWCHNCommunications@sa.gov.au.

Partner organisation logos can also be applied to WCH branded promotional materials (where indicated on the templates) if applicable.

If, for example, a partner organisation is leading the research project or a sponsor has provided study-specific recruitment materials, these materials may be branded in the partner organisation's or sponsor's branding. Where it may be applicable, the SA Health and WCH co-branded logo can also be included.

For a copy of the SA Health and WCH co-branded logo, please contact Corporate Communications via HealthWCHNCommunications@sa.gov.au.

Whilst WCHN branded templates are available for posters (as above), other recruitment materials such as flyers may also utilise the WCHN branding in their design.

Design requirements

Ensure you consider the following design requirements before you submit your promotional material for approval:

- > Use the correct logo (there must be at least one logo).
- > Use the relevant template.
- > Include version control information (version number and date as a minimum) on all promotional materials, and ensure this corresponds to the approved version as listed on the HREC and RG approval letters. For mutual acceptance studies, include the local version information as well as Master version information as per convention for mutual acceptance research projects. Documents without version control will not be accepted.
- > Ensure contact information is included in a simple and clear format. Include as a minimum a contact email address and telephone number.
- > Use simple messaging.
- > Include a statement that the research has been ethically approved. For studies approved by the WCHN HREC the following wording is suggested: '*This study has been approved by the Women's and Children's Health Network Human Research Ethics Committee*'.
- > Do not use 'pull off tabs' (e.g. for contact details) as this will not be approved.
- > If using a picture, consider whether it will catch the eye of your potential recruits and is relevant to the research you are promoting and the Australian context.
- > Ensure appropriate consents have been obtained and documented for any images included.

Step 2: Obtain relevant research approval(s)

All research promotional materials must be approved by the HREC that is responsible for the scientific and ethical review of the research project (the Reviewing HREC).

Where the WCHN HREC is the Reviewing HREC, all promotional materials must be submitted for review in accordance with [WCHN HREC requirements](#).

For multi-site studies where the WCHN HREC is not the Reviewing HREC, all research promotional materials must be approved by the Reviewing HREC and by the WCHN Research Governance Officer (see Step 4, below).

Step 3: Seek approval for promotional materials from Corporate Communications

Send promotional materials for approval to Corporate Communications via HealthWCHNCommunications@sa.gov.au

A member of the Corporate Communications team will review the materials to check branding and design. NB: Any changes to content must be approved by the HREC.

Please include information about where you wish to display the promotional materials.

Ensure that you have the relevant approvals to display/use your promotional materials from the area(s) in which you wish to display/use them.

Step 4: Obtain approval for promotional materials from WCHN Research Governance Officer

Once promotional materials have been approved by Corporate Communications, researchers can submit them to the WCHN Research Governance Officer (RGO) for authorisation.

Where promotional material is submitted to the WCHN HREC as an amendment after initial approval, generally the RGO does not need to review these materials. Only the WCHN HREC and Corporate Communications team need to approve them.

If the WCHN HREC is not the Reviewing HREC, all amendments, including promotional materials, must be reviewed and approved by the Reviewing HREC, Corporate Communications and the WCHN RGO in accordance with this process.

The research approval(s) must be obtained before promotional materials can be displayed or used at or around WCHN.

Step 5: Display promotional materials

If you would like to display promotional materials in areas managed by Corporate Communications (e.g. hospital noticeboards), email HealthWCHNCommunications@sa.gov.au with:

- > Evidence of research ethics approval to conduct research and for the promotional materials with version control listed in the approval letter
- > Evidence of approval from Corporate Communications for promotional materials
- > Evidence of approval from WCHN RGO for promotional materials (where applicable) with version control listed in the authorisation letter
- > Stipulate locations for display (this will initiate display on WCHN noticeboards, where relevant).

Where appropriate, Corporate Communications may also ask for printed copies of promotional materials to be sent to:

Corporate Communications
Mezzanine Level, Samuel Way Building
Women's and Children's Hospital
72 King William Road, North Adelaide SA

If you would like to display promotional materials in other areas of the hospital, please speak to the relevant area(s) to seek permission.

Display of research information on WCHN TV screens

To support promotion of research at WCHN, researchers may consider the opportunity to have information about their research displayed on WCHN TV screens around the hospital.

The process for having information displayed on WCHN TV screens is as follows:

- > Approval from WCHN Executive via the Research Secretariat. Contact either Dr Tamara Zutlevics (Chair, WCHN HREC) on email Tamara.Zutlevics@sa.gov.au or Ms Camilla Liddy (WCHN Research Governance Officer) on email Camilla.Liddy@sa.gov.au

- > Ensure appropriate consents have been obtained and documented for any images included
- > Approval from Corporate Communications via email
HealthWCHNCommunications@sa.gov.au

TV slide specs are 1920px wide x 1080px high. Corporate Communications may be able to assist with designing TV slides, where appropriate.

Key contacts and more information

Women's and Children's Health Network Human Research Ethics Committee

Website: <http://www.wch.sa.gov.au/research/committees/humanethics/index.html>

Dr Tamara Zutlevics, Chair WCHN HREC
Tamara.zutlevics@sa.gov.au
8161 6149

Mr Luke Fraser
Research Information Officer, WCHN HREC
Luke.fraser2@sa.gov.au
8161 6521

WCHN Research Governance Officer

Website: <http://www.wch.sa.gov.au/research/committees/Researchgovernance.html>

Ms Camilla Liddy
Camilla.liddy@sa.gov.au
8161 6688

For more information

Corporate Communications
Mezzanine Level, Samuel Way Building
Women's and Children's Hospital
72 King William Road, North Adelaide SA
Telephone: 8161 6173
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