

		 <b>St John</b> first to care
<b>&gt;OMF 4.9.3</b>	<b>INTERVENTIONAL RESEARCH CHECKLIST</b>	

All of the following items must be made available to the St John Clinical Research Coordinator prior to commencing any clinical research involving patients, patient information, staff or the operational sites of St John. Documents can be made available via HDEC <http://ethics.health.govt.nz/> application system by authorising St John to view your project file.

**St John registration number RM:**

<b>Documentation</b>	<b>Comments</b>	<b>Date sent to St John</b>
Project Registration	Once your registration form has been submitted to the St John Clinical research coordinator you will be given a registration (RM) number.	<input type="text"/>
Project Proposal	Email to <a href="mailto:clindevhelp@stjohn.org.nz">clindevhelp@stjohn.org.nz</a> Attn: Clinical Research Coordinator.	<input type="text"/>
Ethics Application Form	For HDEC: <b>St John</b> must be selected as an authoriser in the online HDEC system. For other Institutional Ethics Committees: the final approved version is required.	<input type="text"/>
Participant Information Sheet	Final <b>St John</b> version required.	<input type="text"/>
Participant consent form	Final <b>St John</b> version required.	<input type="text"/>
Participant advertisements/ letters of invitation (if any)	Final <b>St John</b> version required.	<input type="text"/>
Indemnity Agreement (signed)	For sponsored research.	<input type="text"/>
Clinical Trial Agreement (signed)	For sponsored research.	<input type="text"/>
Funding Contract (if any)	Required only if signed by St John.	<input type="text"/>
Evidence of cultural consultation	Required for all studies.	<input type="text"/>
St John Confidentiality Agreement	Required for any non-St John staff accessing St John patients, patient information or premises.	<input type="text"/>
Letter of Responsibility from Institution	Required where PI is a student researcher and is accessing St John patient information or premises.	<input type="text"/>
Ethics Committee Approval Letter	For HDEC: <b>St John</b> must be selected as an authoriser in the online HDEC system. For other Institutional Ethics Committees: the final approval letter is required.	<input type="text"/>
Written evidence of peer review	Required for all studies.	<input type="text"/>

Any queries should be emailed to [clindevhelp@stjohn.org.nz](mailto:clindevhelp@stjohn.org.nz) Attn: Clinical Research Coordinator.

<b>OPERATIONS MANUAL</b>		
<b>Title: Interventional Research Checklist</b>	<b>Issue No: Draft</b>	<b>Doc No. OMF 4.9.3</b>
<b>Issued by: Tony Devanney, Clinical Manager</b>	<b>Issue Date:</b>	<b>Page 1 of 1</b>
<b>Authorised by: Michael Brooke, Operations Director</b>	<b>Date for review:</b>	