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| **QUALITY ASSURANCE AND EVALUATION ACTIVITY**  **DVA ETHICS CHECKLIST** |

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| **Quality Assurance:** An activity where the primary purpose is to monitor or improve the quality of service delivered by and individual or an organisation is a QA activity.  **Evaluation:** Systematic collection and analysis of information to make judgements, usually about the effectiveness, efficiency and/or appropriateness of an activity. |

The terms ‘quality assurance’ (QA) and ‘evaluation’ are often used interchangeably with each other and ‘research’. When DVA conducts any QA, evaluation or research activity, the responsible business area must be satisfied that the activity is being conducted ethically. The appropriate level of ethics review varies according to the nature and risk profile of the activity (in particular, any risks for participants). This checklist is designed to help business areas and contract managers determine what sort of ethics review is appropriate for their planned activity.

This checklist is informed by the National Health and Medical Research Council’s [Ethical Considerations in Quality Assurance and Evaluation Activities](https://www.nhmrc.gov.au/about-us/resources/ethical-considerations-quality-assurance-and-evaluation-activities).

**Prior to commencement of the activity you should:**

* complete the checklist below and submit it to the [ethics.POC@dva.gov.au](mailto:ethics.POC@dva.gov.au)
* attach copies of any participant-facing materials (recruitment materials, information or consent forms if applicable, and surveys or other data collection forms).

The DVA Ethics Point of Contact (POC) will review the checklist and materials, provide feedback on any changes required, and advise whether the activity needs to be submitted for ethical review by the Departments of Defence and Veterans’ Affairs Human Research Ethics Committee (DDVA HREC) including the option of review through the low risk research pathway. If required, the DVA POC will seek advice from the DDVA HREC Chair or secretariat as part of assessing the checklist.

Applicants should allow sufficient time to ensure that due consideration is provided and that DDVA HREC approval can be obtained where appropriate. Further information about the DDVA HREC processes and meeting dates are available from the Committee’s [website](https://www1.defence.gov.au/adf-members-families/health-well-being/business-plans/ddva-hrec) or secretariat ([ddva.hrec@defence.gov.au](mailto:ddva.hrec@defence.gov.au)).

**Project title (formal title):**

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**Short title/acronym of project (if applicable):**

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**Contact and researcher details:**

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| Contact officer’s name and job title: |  | | | |
| Phone: |  | | Email: |  |
| Researcher/organisation conducting the activity: | |  | | |

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| * Does the activity potentially infringe the privacy or professional reputation of participants, providers or organisations? | Yes  No |
| * Does the proposed activity pose any risks for participants beyond those routinely experienced in the environment where the activity is being conducted? | Yes  No |
| * Does the activity gather information about a participant beyond what is routinely collected? | Yes  No |
| * Will data be used for a secondary purpose other than what it was collected for (e.g. routinely collected information being used for academic analysis)? | Yes  No |
| * Does the activity involve testing of non-standard treatments, protocols or equipment? | Yes  No |
| * Does the activity involve comparison cohorts? | Yes  No |
| * Will you be recruiting any current serving ADF members?  This includes recruiting through Defence channels, e.g. emails from an ADF member to potential participants. | Yes  No |

**Project Details:**

Please provide a description of the activity in lay terms. The project description can be provided in the box below, or as a separate document, but should cover:

* what data will be used: from existing sources, and/or collected as part of the activity (attach any surveys etc.)
* how participants in the activity will be recruited or included (if applicable, attach recruitment materials)
* what participants will be asked to do as part of the activity
* what consent will be obtained, including implied or explicit consent (attach any participant information, consent forms or statements)
* where you will store the data and how you will keep it secure and confidential.