

ABCD National Research Partnership

Participation Agreement

between

Menzies School of Health Research

and

[insert name of Health Centre, Health Service, Health Board]

and

*[insert name of project leader in this region/state/territory and
organisational affiliation of the project leader]*



ABCD NATIONAL RESEARCH PARTNERSHIP

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ABCD NATIONAL RESEARCH PARTNERSHIP

1. Background

The ABCD National Research Partnership ('the project') is a national project that aims to **support efforts to improve the quality of primary health care for Aboriginal and Torres Strait Islander peoples**. The project builds on the Audit and Best Practice for Chronic Disease (ABCD) participatory action research project that has been operating successfully for several years across a number of States and Territories. It will involve a regional network of researchers working directly with health centres and health service organisations to learn more about how to deliver the best quality care in their local contexts. The project will operate over five years from 2010 to 2014.

The project is a **partnership** between community controlled, government and research organisations. The project is being led by Menzies School of Health Research and is supported by the Cooperative Research Centre for Aboriginal and Torres Strait Islander Health.

Funding and / or in-kind support has been provided by the National Health and Medical Research Council (NHMRC); some State and Territory Governments; and Aboriginal and Torres Strait Islander community controlled organisations.

Participating health services will include community controlled and government health centres which provide services to significant numbers of Aboriginal and / or Torres Strait Islander people.

2. Project Aim

To work with health service staff, management and policy makers to enhance the effective implementation of successful quality improvement strategies by:

- exploring the factors associated with variation in clinical performance;
- supporting specific strategies that have been effective in improving primary care clinical performance.

3. Project Methods

The project will make use of the ABCD project tools and web-based information system which are now being supported by the National Centre for Quality Improvement in Indigenous Primary Health Care ("One21seventy").

Audit tools for Vascular and Metabolic Syndrome (ischaemic heart disease, high blood pressure and kidney disease), maternal health, child health, rheumatic heart disease and mental health are also available. Audit tools for health promotion, community food supply and community environmental health are under development and will be made available through One21seventy.

Staff of participating health centres will receive training in the use of the tools and in CQI processes as part of their engagement with One21seventy. They will also be supported by members of the research team in their region and through the Project Coordinating Centre in Brisbane.

For health centres which agree to participate in the ABCD National Research Partnership, the data that are entered into the One21seventy website will be made available to the research team for analysis and reporting as part of the research project. No identifying information for health centre clients such as name or address will be entered onto the website. Research reports will also not include any identifying information for health centres, unless specifically agreed to in writing by the health centre management. Annual project reports will be made available to all participating health centres.

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Health centres may have the opportunity to also participate in specific projects in each region as part of the ABCD National Research Partnership. These research projects will be negotiated separately between the research team and the health centres in each region.

All research done through the ABCD National Research Partnership will need to be approved by the health research ethics committee relevant to the region in which the health centre is located.

4. Research Team Responsibilities

Menzies Project Co-ordinating Centre staff will:

- Provide support to State/Territory research officers to undertake their role and to ensure consistency and high quality data and reporting across the project.
- Strengthen regional and national research through strengthening the existing ABCD network and building capacity for ongoing work.
- Support analysis and appropriate interpretation of the audit and systems assessment data by regional staff.
- Play a lead role in
 - identification of factors associated with variation in clinical performance at the health centre and regional level
 - monitoring trends over time and reporting on trends in relation to implementation of specific quality improvement strategies
 - supporting development of strategies to achieve wider and sustained implementation of strategies that are shown to be successful.
- Provide a channel to communicate research evidence, service data and learnings between PHC services, researchers and policy makers.
- Contribute to major national and state/territory policy initiatives.

[insert name of region/state/territory] Project Leader will:

- Establish the [insert name of state/territory] Steering Committee to oversee the project including setting of research priorities, and the development and implementation of the regional research plan.
- Recruit and supervise the Research Officer.
- Gain regional ethics clearance and ensure adherence to high ethical standards.

[insert name of region/state/territory] Research Officer will:

- Implement the regional research plan under the supervision of the Project Leader in the region.
- Support and communicate with participating health centres through a nominated primary contact person at the health centre, ideally a senior manager who has responsibility for service quality.
- Support analysis and appropriate interpretation of the audit and systems assessment data by health centre staff;
- Contribute to the state/territory level analysis and interpretation of clinical audit and systems assessment data.
- Contribute to development of capacity in CQI methods among staff in PHC services.

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- Maximise the value of research from the project to primary health care services in the region through action research activity and communication regarding research priorities, research processes and research findings.

5. Health Service/Centre Responsibilities

[insert health Service/ centre name] will:

- Participate actively in the ABCD National Research Partnership.
- Retain the right to withdraw from participation at any time.
- Participate in yearly quality improvement cycles utilising ABCD processes including clinical audits and systems assessment according to the One21seventy protocols; entry of data into the web-based information system; use of One21seventy reports to support development of action plans, and the implementation of action plans.
- Provide management support for the effective conduct of CQI cycles including engaging staff in the processes.
- Nominate at least one person to attend the One21seventy CQI training course and support their efforts to implement CQI processes in the health centre.
- Participate in interviews or other data collection activities that are designed to address the priority issues relevant to the general aims of the project.
- Participate in activities to support sharing of experience and ideas between health centres for the purpose of improving the quality of care for all people in the region.

6. Participation issues

Should any concerns or difficulties arise at any time that could influence the Health Centre's participation in the project, or interrupt the schedule of events, the partner will contact the Project Leader to discuss ways to minimise disruption.

The Project Leader and the Health Service/Centre agree to use all reasonable efforts to resolve any issues that may arise in connection with project participation. If the issues cannot be resolved, either party may terminate this agreement by providing 30 days notice to the other party.

7. Data Storage and Confidentiality of Client Information

- The maintenance of confidentiality of information derived from client clinical notes is the responsibility of all members of the research team. Only members of the research team will be able to access the information.
- [insert health centre name] personnel will conduct the audit under strict confidence and after appropriate training.
- De-identified audit data will be stored under lock and key and identification codes linked to names will be stored in a separate locked facility.
- Electronic data will be stored in password protected systems and no names will be entered onto the web-based information system.
- Individual Health Centre names will not be included in reports for general circulation and all Investigators will respect the confidential nature of health centre information.

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8. Intellectual Property Rights and Research Material

- **[insert health centre name]** will retain ownership of all data derived from the health centre.
- **[insert health centre name]** grants a licence to Menzies School of Health Research, with a right of sublicense to other collaborating partners in their region to use the intellectual property in the material collected to further the aims of the ABCD National Research Partnership and teaching purposes.
- Any research material pertaining directly to **[insert health centre name]** will be forwarded to the Health Centre for comment prior to publication.
- Information pertaining to **[insert health centre name]** that is deemed useful to other Health Centres will not be shared without prior written consent of the Health Centre.
- Health Services will be sent copies of the ABCD National Research Partnership reports for general comment prior to publication.

9. Timeframe

January 2010 – December 2014. Each participating health centre should aim to complete an annual CQI cycle for each full year of participation.

Health Services/Centres that participated in the ABCD and ABCD Extension Project agree to the inclusion of data derived from the Health Service/Centre and collected prior to 2010, for the purposes of the ABCD National Research Partnership (the Project). The use of data will be subject to the terms of this Agreement (including clauses 7 and 8).

10. Research Dissemination

The Health Service/Centre recognises that public dissemination of the Project outcomes is important to the project's success. In this context, the Health Service/Centre agrees that publication of project outcomes is a key objective of the ABCD National Research Partnership.

Research outcomes will be disseminated by a variety of means including participation in meetings, presentations at conferences and workshops, training sessions for participating organisations, and publications. All research findings will be de-identified and confidentiality will be maintained.

11. Ethics Approval

The ABCD National Research Partnership has the approval of the Human Research Ethics Committee of NT Department of Health and Community Services and Menzies School of Health Research. Approval will also be obtained from the relevant health research ethics committee in each region where the project is operating.

To talk to an independent person at the Ethics Committee about this project, or to lodge a complaint, phone the secretary of the Human Research Ethics Committee of NT Department of Health and Community Services and Menzies School of Health Research on **08 8922 7922** or e-mail ethics@menzies.edu.au, or the secretary of the ethics committee in your region: **[insert name and contact details for relevant ethics committee]**.

12. Contacts

ABCD National Research Partnership Team at Menzies School of Health Research, Brisbane.

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Chief Investigators

Ross Bailie	Menzies School of Health Research, ABCD National Research Partnership Leader
Cindy Shannon	University of Queensland, Project Leader for QLD
James Semmens	Curtin University, Project Leader for WA
Kevin Rowley	University of Melbourne, Project Leader for Victoria
David Scrimgeour	Aboriginal Health Council of South Australia, Project for SA
Tricia Nagel	Menzies School of Health Research, Project Leader for NT
Damin Si	Menzies School of Health Research

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Agreement Signatures:

The parties nominated below hereby agree to the terms of this Participation Agreement.

Menzies School of Health Research

Name of Authorised Signatory _____

Signature: _____ Date: _____

Name of CIA on the Grant: _____

Signature: _____ Date: _____

[INSERT Legal Entity representing the Health Service/Centre]

Name of Authorised Signatory _____

Signature: _____ Date: _____

Acknowledgement of [INSERT Health Centre/Service]

Name of signatory _____

Signature: _____ Date: _____

Aboriginal Health Council of South Australia

Name of Authorised Signatory _____

Signature: _____ Date: _____

Acknowledgement of [project leader]

Name of signatory _____

Signature: _____ Date: _____