

Who must comply with this procedure?

All staff conducting research at, or under the auspices of, Southern Health or which involves Southern Health staff, resources, patients, their tissue samples, test results or medical records.

Precautions and Contraindications

All researchers at Southern Health must conduct research in the manner that complies with [Human Research Policy](#).

Researchers must not put research students or junior researchers at risks. Risks can include chemical hazards, infectious disease and psychological trauma.

Procedure**A. Prior to trainee commencement the research supervisor will:**

1. Ensure that the trainee name is included or added to the protocol.
2. Ensure that the ratio of research trainees to supervisors is appropriate to ensure effective intellectual interaction and effective oversight of the research at all times.
3. Assign trainee to a specific, appropriately qualified senior research worker.
4. Ensure there is a formal agreement in place

B. On commencement the research supervisor will:

1. Ensure that the trainee undergoes induction and training.

Induction and training must include:

- Communicate the expectation that the trainee will participate in induction and training and ongoing professional development
 - occupational health and safety
 - environmental protection
 - technical matters appropriate to the discipline
 - written material on applicable government and institutional guidelines for the responsible conduct of research, including those covering the ethical requirements for research involving humans and animals, privacy and confidentiality, the institution's mechanisms for dispute resolution and occupational health and safety matters.
 - discipline-based research methods and other relevant skills
 - Consider if you will use a New Researchers Checklist ([link](#)) or alternative form to track the induction of your trainee.
2. Ensure that the ratio of research trainees to supervisors is appropriate to ensure effective intellectual interaction and effective oversight of the research at all times.
 3. Ensure that the trainee is assigned to a specific, appropriately qualified senior research worker.

C. Ongoing the research supervisor will:

1. Guide the professional development of research trainees. This involves providing guidance in all matters relating to research conduct and overseeing all stages of the research process, including identifying the research objectives and approach, obtaining ethics and other approvals, obtaining funding, conducting the research, and reporting the research outcomes in appropriate forums and media.

2. Oversee the research outcomes and be satisfied that the research methods and outcomes of research trainees under their supervision are appropriate and valid.
3. Ensure that research trainees receive appropriate credit for their work.
4. Ensure that the trainee is assigned to a specific, appropriately qualified senior research worker.

Useful resources

1. National Health and Medical Research Council, Australian Research Council and Australian Vice-Chancellors' Committee (2007). *Australian code for the responsible conduct of research*, Australian Government, Canberra.
2. Victorian Managed Insurance Authority (2010). *Research Governance Toolkit*, Victoria.

Keywords or tags

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