

# Attachment 4: NHDH project proposal and conditions of use template – health research project

non-government organisations and analysts attached to universities or private research organisations.

Please keep the project proposal brief and delete instructions in blue when complete.

Refer to the National Health Data Hub (NHDH) *Governance protocols* for detailed information about the operation of the NHDH.

## Project identifier

Assigned by the NHDH secretariat.

## Project title

## Auspicing/Funding body

If applicable, e.g., The Department of Health etc.

## Organisation nominating the project.

E.g., NSW, Vic, Qld, University etc.

## Project leader

Include name, organisation, email address and phone number, and brief summary of experience/credentials.

## Project Analysts

List intended analysts working on the project. Include name, organisation, email address and phone number, and brief summary of experience/credentials. These are people who will require access to the secure environment in addition to the project leader.

The AIHW has embedded the *five safes framework* into our approach in making decisions about sharing and releasing data. Researchers will have the knowledge, skills and incentives to act in accordance with required standards of behaviour under the five safes framework.

## Project analysts and discussants

If applicable, please list other people or organisations (e.g., consultants) who will have access to project outputs and will discuss project outputs during the investigation phase of the project. These people will need to sign a s29 Confidentiality Undertaking (Attachment 2). It is the responsibility of the project leader to ensure the s29 Confidentiality Undertaking are signed.

Include name, organisation, email address.

## Project advisors and other contributors

If applicable, please list other advisors or other contributors to the project. This may include peer review groups, committees, and external advisors. These people will need to sign a s29 Confidentiality Undertaking (Attachment 2). It is the responsibility of the project leader to ensure the s29 Confidentiality Undertakings are signed.

Include name, Committee or group.

## Project objective

What are the main objectives of the project? Please refer to the *Governance protocols* for intended uses of the NHDH.

Please indicate which states/territories hospitals data will be required for the project.

## Project Methodology

What are the methodology approaches you plan to use in your projects? e.g. how will cohorts be defined or outcomes be determined?

## Default datasets or by exception datasets.

The NHDH data design uses **default data modules** and **by exception data modules**. The *by exception* data modules are characterised by containing the more sensitive data items such as exact/full dates for admission, separation, departure, presentation, referral, prescription, and service dates. Please note, the *default* data modules contain month and year of most dates but not the day of the date.

*By exception* data modules have been created for:

- All hospital content data modules
- MBS, PBS and NDI content data modules
- RAC and HCP aged care content data modules

Do you require access to by exception datasets.

No

Yes

If you have ticked yes. Please provide justification for access to the by exception data modules.

## Collections used in the Project

<b>Data modules</b>	<b>Planned to be included in Analysis Yes/No</b>	<b>Are you requesting access to by exception data modules? Yes/No</b>
<b>Patient Demographics:</b> PATIENTS_DEMOGRAPHY	Yes (all researchers have access to this)	NA
<b>ABS Country Classification Codes for Birth Country:</b> SACC_CODES	Yes (all researchers have access to this)	NA
<b>National Death data modules</b>		
<b>National Death Index:</b> NDI_CONTENT		
<b>Aged Care data modules</b>		
<b>Residential Age Care</b>		N/A
<b>Home Care</b>		N/A
<b>Home Support</b>		N/A
<b>Flexible Care</b>		N/A
<b>Aged Care Eligibility Assessment</b>		N/A
<b>Australian Immunisation Register data modules</b>		
<b>Child data modules:</b> <b>Natural Immunity Details (Child):</b> AIR_CONTENT_NTRL_IMMNTY <b>Medicare Contraindication Vaccines details (child):</b> AIR_CONTENT_CNTRNDCTN <b>Vaccination Episodes that Individuals Received (Child):</b> AIR_CONTENT_VACCNTN_EPSD		
<b>Adult data modules:</b> <b>Natural Immunity Details (Adult):</b> AIR_CONTENT_NTRL_IMMNTY <b>Medicare Contraindication Vaccines details (Adult):</b> AIR_CONTENT_CNTRNDCTN <b>Vaccination Episodes that Individuals Received (Adult):</b> AIR_CONTENT_VACCNTN_EPSD		

<b>Vaccination Supply Details:</b> AIR_DM_SUPPLR_VCCNE	Yes (all users have access to this when requesting AIR modules)	N/A
<b>Antigen Codes and Vaccine Codes:</b> AIR_DM_ANTGN_VCCNE_MP	Yes (all users have access to this when requesting AIR modules)	N/A
<b>File Extract Information:</b> AIR_CONTENT_PERSON_CURRENT	Yes (all users have access to this when requesting AIR modules)	N/A
<b>COVID-19 Vaccination data:</b> AIR_DM_CVD_CMPLNCE_STTS	Yes (all users have access to this when requesting AIR modules)	N/A
<b>Antigen Codes and Antigen Names:</b> AIR_DM_ANTGN	Yes (all users have access to this when requesting AIR modules)	N/A
<b>Medicare Benefits Schedule</b>		
<b>Medicare Benefits Schedule (MBS):</b> MBS_CONTENT		
<b>Supplementary Data Speciality Codes:</b> MBS_REG_SPECIALTY_CODES	Yes (all users have access to this when requesting MBS modules)	N/A
<b>Map of MBS Item Descriptions:</b> MBS_ITEM_MAP	Yes (all users have access to this when requesting MBS modules)	N/A
<b>Pharmaceutical Benefits Scheme</b>		
<b>Pharmaceutical Benefits Scheme (PBS) and Repatriation Pharmaceutical Benefits Scheme (RPBS):</b> PBS_CONTENT		

<b>Pharmaceutical Benefits Scheme (PBS) and Repatriation Pharmaceutical Benefits Scheme (RPBS) - Map of PBS Item Code Descriptions:</b> PBS_ITEM_MAP	Yes (all users have access to this when requesting PBS)	N/A
<b>Pharmaceutical Benefits Scheme (PBS) and Repatriation Pharmaceutical Benefits Scheme (RPBS) - Supplementary Data Speciality Codes:</b> PBS_DERIVED_MAJOR_SPECIALITY	Yes (all users have access to this when requesting PBS)	N/A
<p>Will you be using Repatriation Pharmaceutical Benefits Scheme (RPBS) specifically to analyse the veteran/defence population use of pharmaceuticals</p> <p>Please state:</p> <p>Yes,</p> <p>No</p>		
<b>Hospital Data</b>		
<b>Hospital Data:</b> HOSPITAL_CONTENT_DATA (Public hospital establishment information)	Yes (all users have access to this when requesting hospitals data listed below)	N/A

If the intention is to use all available states/territories then indicate in last row, otherwise place an X for each combination of hospitals collection and state/territory.

<b>State/Territory</b>	<b>Admitted Patient Care data</b> (AP_CONTENT)	<b>Non-Admitted Patient data</b> (NAP_CONTENT)	<b>Emergency Department Care data</b> (ED_CONTENT)	<b>Are you requesting access to by <i>exception</i> hospital data modules?</b> Yes/No
NSW				
Vic				
Qld				
SA				
Tas				
ACT				
All available				

## **Project duration, and retention and destruction of data**

### **Planned completion date.**

DD/MM/YY

### **Archiving and Retention of data**

As determined by section 2.3 of the Governance Protocols, files will be archived for seven years after the completion of the project unless a Human Research Ethics Approval (HREC) provides another period. Please provide the HREC period if different from section 2.4 of the protocols.

### **Consideration of community expectations**

Please include details of how community expectations around the project are being considered including plans and purpose for consultation with appropriate groups.

- non-exhaustive list of examples Consultation with key stakeholders or client group representatives, for example via working groups or advisory groups
- public engagement such as broad public consultations
- use of focus groups
- engagement with expert groups
- information from engagement events for similar projects
- government initiatives
- public polls
- literature reviews.<sup>1</sup>

### **Projects with a First Nations people focus.**

Will the project have a focus of analysis on the First Nations people population?

Yes            No

Project proposals should address how external advice from First Nations people expert is being sought and how appropriate consultation and oversight is provided during the life of the project.

Non-government research proposals where First Nations people are a focus must obtain.

First Nations people Human Research Ethics Committee approval (HREC). For guidance in planning, designing, and conducting such research, please consult the NHMRC *Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders 2018*, as well as the guidance provided by the First Nations people HRECs.

### **Outputs and reports**

Please provide information on:

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<sup>1</sup> [https://uksa.statisticsauthority.gov.uk/wp-content/uploads/2019/05/2019\\_Self-assessment\\_guidance\\_V2.1.pdf](https://uksa.statisticsauthority.gov.uk/wp-content/uploads/2019/05/2019_Self-assessment_guidance_V2.1.pdf), p. 15

- whether jurisdictions will be identified in the outputs and reports
  - please specify jurisdictions and parent data collections being presented.
- whether individual entities (e.g., hospitals) will be identified in outputs and reports.
- whether comparisons of First Nations people and non-Indigenous people/other Australians/all Australians will be made in the outputs and reports
- whether outputs and reports will be distributed to third parties or published
- the audience for the outputs and reports
- where reports are to be published, the name of the publication.
- timeframes for the release of reports.

## Human Research Ethics Committee (HREC)

Project proposals for health research will require:

- a full Human Research Ethics Committee (HREC) application for the projects if seeking to include Victoria, Queensland, New South Wales, Australian Capital Territory or Tasmania hospitals data. A single HREC will be mutually recognised across jurisdictions and sufficient to cover the project approval.
- If Victoria data is being utilised, the HREC must report to the Health Complaints Commissioner in Victoria as per the HPP research exemption guidelines 2.2G
- If ACT data is being used will need to request a governance approval from ACT Health.
- Link to National Mutual Acceptance Single Ethical Review of Multi-centre Research Projects List: [HRECs,-RGOs-and-Organisations-March-2023.pdf](https://www.clinicaltrialsandresearch.vic.gov.au/HRECs,-RGOs-and-Organisations-March-2023.pdf) ([clinicaltrialsandresearch.vic.gov.au](https://www.clinicaltrialsandresearch.vic.gov.au))

Please attach details of these additional approvals.

## Data custodian requirements

Approval by all members of the NHDH Advisory Committee and state and territory data custodians for data collections being used.

## Commercial Gain

Please provide information on whether this project could be used for commercial gain.

## Disclosure agreement

A description of your project may be included on the AIHW website.

Is there a non-disclosure agreement on this project?

Yes          No

Project leader

<b>Name</b>	
<b>Signature</b>	<b>Date</b>

AIHW Head of Ethics, Privacy and Legal Unit

<b>I support the project noting the following,</b>	
<b>Name</b>	
<b>Signature</b>	<b>Date</b>

NHDH Data Custodian

<b>I support the project noting the following,</b>	
<b>Name</b>	
<b>Signature</b>	<b>Date</b>

NHDH Advisory Committee member

<b>Approved</b>	<input type="checkbox"/>	
<b>Approved with conditions (please specify)</b>	<input type="checkbox"/>	
<b>Not approved</b>	<input type="checkbox"/>	
<b>Name</b>		
<b>Signature</b>		<b>Date</b>