



## Checklist for students

Are you a university student conducting research for the completion of your Undergraduate, Masters or PhD?

If so there are a few extra requirements which must be met when completing your application for ethical approval and site authorisation. This applies even if you are employed by the hospital or SMHS. The following documents must be completed and submitted in addition to all the usual documents.

Student requirements	Yes	No
<b>Sign off by Health Information Management.</b> If you are going to be accessing medical records you must seek sign off from Health Information Management. Please refer to the <a href="#">Business Rules</a> for more information. If you are unsure of who to invite to sign please contact <a href="mailto:SMHS.RGO@health.wa.gov.au">SMHS.RGO@health.wa.gov.au</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Declaration of Confidentiality</b> You must sign and upload a Student <a href="#">Declaration of Confidentiality</a> before your research project can be approved. This applies even if you are an employee of the hospital or health service.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exchange of Letters</b> If you are a student at Curtin University, Edith Cowan University, Murdoch University or any out of state university you must submit an Exchange of Letters. This is a formal agreement between the health service and the university and must be signed by someone who is designated to sign on behalf of the institution (rather than a lecturer). Please contact your university's office of research development for assistance with this process.  If you are a student of University of Western Australia or The University of Notre Dame Australia this is not required as overarching agreements are in place.	<input type="checkbox"/>	<input type="checkbox"/>