



30 September 2008

QAS DATA ACCESS PROTOCOL

Requests from academic institutions, individual researchers and students for access to Queensland Ambulance Service (QAS) data are increasing. I draw your attention to the protocol endorsed by QAS Senior Executives in 2007 for all:

- (a) external requests for access to data routinely collected by QAS, or purpose-specific information, and/or staff for research purposes; and
- (b) external and internal requests for access to QAS data and/or staff for the purposes of student assignments and research higher degrees (including internal recipients of independent research grants (e.g., KJ McPherson grants)).

The protocol requires that:

- 1) All requests for access to QAS data and/or staff for the purposes of research and study must be submitted in writing to the Commissioner. Requests must detail the purpose of the project; proposed methodology and time frames; status of ethical clearance and the agency from which they have or will be approved; and the purposes to which the resulting data will be put.
- 2) The Commissioner's office will then send these requests to the Director, Australian Centre for Pre-hospital Research (ACPHR) for advice on the appropriateness of the proposed methodology and ethical issues associated with the project and, in consultation with the Information Support Unit (ISU), provide advice on the availability of the requested data.
- 3) If the proposal is ultimately approved by the Commissioner, ACPHR will manage the following processes:
 - (a) securing formal agreements with the researchers about the use of the data (refer to Agreement for the Provision of QAS Data);
 - (b) reviewing ethics clearances where appropriate;
 - (c) securing appropriate collaboration, authorship and/or acknowledgements for QAS;
 - (d) liaison and consultation with ISU;
 - (e) monitoring progress (refer to Research Project Status Update);
 - (f) ensuring that QAS receives an advanced copy of research products with sufficient time to provide feedback related to interpretation of QAS data
 - (g) ensuring that QAS receives advanced notice of media releases and/or attention related to research products that include reference to QAS data
 - (h) ensuring that all data provided by QAS are stored securely, in accord with the Ambulance Service Act and Information Standard 42.

ACPHR will take responsibility for keeping a record of all research projects being undertaken within QAS at any one time and for ensuring that QAS receives adequate information about the progress and outcomes of research on its activities.

A handwritten signature in blue ink, appearing to read 'David Melville'.

DAVID MELVILLE APM
Commissioner
Queensland Ambulance Service