

November 2008

Document B: POLICY AND PROCEDURES FOR DATA ACCESS, ANALYSIS AND PUBLICATION

1. Ownership and Access to Data

- a) Data are collected, in paper based format or online, by individual medical schools for the Medical Schools Outcomes Database (MSOD). All completed questionnaires and medical schools data are sent to Medical Deans Australia and New Zealand and entered into a single database. Medical Deans Australia and New Zealand retains responsibility for the full dataset.
- b) Data may be made available to collaborating researchers¹ where a formal request has been approved by Research & Scientific Advisory Committee.
- c) Full acknowledgement of the source of data used must be provided in any publications that arise from access to and use of the MSOD data. This acknowledgement should appear in addition to the standard acknowledgement set out in 3 (b) (Guidelines to Publication).
- d) Data from a particular year cohort will only be available for analysis once all data cleaning has occurred and the dataset is finalised.
- e) A request for access to data must be made electronically (using the EOI document F, G or H), to the Research & Scientific Advisory Committee.
- f) Requests for access to data will be considered by the Research & Scientific Advisory Committee who will make recommendations for approval. If approved, the data will be provided specifically for the analysis described in the request and must not be used for other purposes without a new application and new approval. Approval will be time-limited and subject to evidence of satisfactory progress and adherence to reporting requirements.
- g) Data will only be provided once the collaborator has completed a MOU (Document D), signed a Confidentiality Statement (Document E) and arranged payment for any costs levied by the Research & Scientific Advisory Committee.

2. Guidelines to Analysis

- a) Data items should be used according to standards established and defined in the Data Dictionary unless a variation is approved.
- b) Subject anonymity must be preserved in any analysis. This may apply to an individual participant or subgroup of participants from a particular medical school. Identification of individual schools in an analysis can only be made after permission has been given by Medical Deans Australia and New Zealand and the Dean of the affected School.

¹ A collaborating researcher includes anyone who plans to conduct research using the MSOD database. This includes members of the executive, members of any of the participating medical schools or any other researcher.

3. Guidelines to Publication

a) Any proposed publication must identify a lead person responsible for communicating with the Research & Scientific Advisory Committee, and the full proposed author list. All publications (including revisions and resubmissions) must be submitted (including the proposed submission letter and author approval forms) to the Research & Scientific Advisory Committee for approval prior to submission.

b) The following statement acknowledging the MSOD must be included in all publications.

The research on which this paper/book/monograph/ report/presentation is based/was conducted as part of the Medical Schools Outcomes Database (MSOD) project, Medical Deans Australia and New Zealand. We are grateful to the Australian Government Department of Health and Ageing for funding the project from 2004-2009 (and others as relevant) and to the medical students/graduates/doctors who participated.

c) Collaborating researchers must provide a copy of the acknowledgement to the MSOD Secretariat for checking prior to submitting a paper for publication. The Research & Scientific Advisory Committee is responsible for ensuring that the MSOD related work is adequately acknowledged.

d) A hard or electronic copy of the published Paper should be provided to the MSOD for its records.