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POLICIES AND PROTOCOLS COVERING USAGE OF AND ACCESS TO THE MEDICAL SCHOOLS OUTCOMES DATABASE (MSOD)

Summary: Current MSOD Policies

The Medical Schools Outcomes Database (MSOD) is a rich source of data which can potentially be used for standard reporting procedures and conducting research projects during medical school, and longitudinal tracking of medical students through and beyond medical school. Usage of and access to the database require governance by appropriate policies and procedures.

1. Staff working in medical schools and in the MSOD Project Secretariat needing access to components for the safe conduct of the study

Relevant policy and protocols:

- *Document E Privacy Protocol and Confidentiality Statement* to be signed on an annual basis by all staff having access to the database and collecting data in medical schools.

2. Standardised cross-sectional reports on de-identified data from the MSOD

a) Individual medical schools reports (prepared by MSOD staff)

Relevant policy and protocols:

- All provision of data must comply with the Privacy Act 1988, and thus section 'A. General Principles' in the *Document E: Privacy Protocol* applies.

b) Multi-school or complete MSOD data reports (prepared by MSOD staff)

Relevant policy and protocols:

- All provision of data must comply with the Privacy Act 1988, and thus section 'A. General Principles' in the *Document E: Privacy Protocol* applies.
- Ensure that these comply with 'Principle 3: For access to whole data set', from *Principles for access to MSOD database*, in particular E. Privacy and Confidentiality.

3. Comparative or collaborative studies using analysed MSOD data and data from other studies (for instance, comparable studies in countries outside Australia)

Relevant policy and protocols:

- All provision of data must comply with the Privacy Act 1988, and thus section 'A. General Principles' in the *Document E: Privacy Protocol* applies.
- Ensure that complies with 'Principle 3: For access to whole data set', from *Principles for access to MSOD database*.

- Human Research Ethics Committees have approved such studies, and students given consent, from 2009 onwards.

4. Usage of the database for research purposes

a) Research by individual medical schools on students from their own medical school

Relevant policy and protocols:

- *Document B: Policy and Procedures*
- *Document D: Memorandum of Understanding*
- *Document E: Privacy Protocol and Confidentiality Statement*
- *Document F Expression of Interest for secondary analysis*
- Human Research Ethics Committee approval to conduct such studies may be required. Those planning to conduct studies on data collected from students in their own medical school are responsible for ensuring that the Human Research Ethics Committee approval process covers subsequent analysis of the data.

b) Research by medical schools on students from more than one medical school

Relevant policy and protocols:

- *Document B: Policy and Procedures*
- *Document D: Memorandum of Understanding*
- *Document E: Privacy Protocol and Confidentiality Statement*
- *Document F: Expression of Interest for secondary analysis*
- Ensure that complies with 'Principle 3: For access to whole data set', from *Principles for access to MSOD database*, in particular E. Privacy and Confidentiality
- Those who plan to conduct such studies on MSOD data collected from students on medical schools other than their own will be required to seek approval for conducting research on these students from the relevant university. This process may require:
 - a full application to the Human Research Ethics Committee,
 - a request for modification to the initial MSOD application to the Human Research Ethics Committee, or
 - a request to the appropriate committee in the medical faculty concerned.

Sub studies conducted in association with the MSOD data already collected

Relevant policy and protocols:

- *Document B: Policy and Procedures*
- *Document C: Procedures for Substudies*
- *Document D: Memorandum of Understanding*
- *Document E: Privacy Protocol and Confidentiality Statement*
- *Document G Expression of Interest for Substudies*

- All requests for substudies that involve contacting participants must be submitted to the host researcher/s institution's Human Research Ethics Committee, after approval to proceed with the study has been received from the MSOD Project & Research Committee. In addition, applications should be made to the Human Research Ethics Committees of all other institutions from which the students are sourced.

d) Research on the whole MSOD database

Relevant policy and protocols:

- All provision of data must comply with the Privacy Act 1988, and thus section 'A. General Principles' in the *Document E: Privacy Protocol and Confidentiality Statement* apply
- 'Principle 3: For access to whole data set', from *Principles for access to MSOD database*
- Human Research Ethics Committee approval to conduct such studies required.

e) Data linkage studies

Relevant policy and protocols:

- All provision of data must comply with the Privacy Act 1988, and thus section 'A. General Principles' in the *Document E: Privacy Protocol* applies.
- Human Research Ethics Committee approval to conduct such studies required.

Initially endorsed by Medical Deans Australia and New Zealand in October 2007.
Principles for access to MSOD database endorsed in May 2008.
Modified November 2008.

April 2008

PRINCIPLES FOR ACCESS to MSOD DATABASE

1. Depends on

WHO – eg Medical Deans as an organisation, researchers from a medical school, researchers from outside organisations

WHAT – what data, eg own medical school data, a few medical schools, whole data set

WHY – what purpose the data is being accessed, eg research, evaluation, quality and audit, reporting

2. See Standard Operating Procedures already well developed for access by individual medical schools, a number of schools together or sub studies¹.

3. For access to whole data set

3.1 If done on behalf of Medical Deans eg reports to DoHA, annual Medical Deans reports, information to workforce committees eg AMWAC, MTRP, will be commissioned and approved by Management Committee on behalf of Medical Deans

3.2 If request by a medical school researcher or outside stakeholder organisation eg AIDA, AMSA, Queensland Health consider the following:

A Integrity of Data set and participants – any use and publication of data must ensure protection of the data base, the individual Schools and individual student participants

B Ownership – the data is owned by Medical Deans Australia and New Zealand (see below for appropriate acknowledgment)

C Governance and Approval – the researcher must get a Dean to sponsor their application. The purpose and final publication is to be approved by Management Committee on behalf of Medical Deans. RAC is to approve the research design and potential impact on MSOD and other studies. External researchers will need to specify what variables are required.

D Ethics – research or evaluation must have local institutional ethics approval

E Privacy and Confidentiality – The Privacy Policy form must be completed.

- Where there is any risk of identification of individual schools (e.g. by State) permission to publish this category must be given by Medical Deans Australia and New Zealand and the Dean of the affected School.

F Purpose - Use of data must be for research or evaluation and must be consistent with mission of Medical Deans

G Publication – must adhere to publication rules in Standard Operating Procedures including appropriate acknowledgement

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H Financial Implications – Medical Deans must at least recover costs of time/infrastructure to provide data.

¹ Documents A, B, C, D, E, F and G.