

Policies and Procedures: Access to MSOD Data for Minimal Analyses

Minimal analyses involves access to frequency tables or cross-tab tables produced using the MSOD database. Researchers and organisations requesting data for minimal analyses do not require access to raw data and do not intend to conduct further analyses on MSOD data.

Please note a fee may be incurred on a cost-recovery basis if significant additional MSOD resources are required to complete the request for data. Contact the MSOD Secretariat for details.

Process

The general process for requests for minimal analyses on MSOD data is:

1. Researchers must read this document, and complete an Expression of Interest form.
2. The MSOD Research and Scientific Advisory Committee will assess the application.
3. Once the application is successful, the analyses are provided.
4. If the data are used in any papers, reports, publications etc., it must be appropriately acknowledged. Copies of the acknowledgement and publication are provided to the MSOD Research and Scientific Advisory Committee for approval prior to submission.

Participants

Researchers and organisations requesting minimal analyses will have no contact with participants and no access to identifying details.

Data

Data are provided either in frequency tables or cross-tab tables. The MSOD Data Dictionary provides a detailed description of survey questions, their source, how they are used and information regarding the derived and calculated variables. Data should be used according to standards established and defined in the Data Dictionary, unless a variation is approved.

Requested analyses will be released after the MSOD Research and Scientific Advisory Committee approves the request. Data may not be used for any purposes other than those approved by the MSOD Research and Scientific Advisory Committee and cannot be passed on to third parties. Data must be securely stored where it is accessible only to the researcher/s.

Once analysis is complete, data files must be removed from the computer on which they were stored and archived on a CD in accordance with scientific research guidelines. This will be confirmed in writing upon completion of the research and stored at the MSOD office.

Questionnaires and Variables

MSOD questionnaires (Commencing Student Questionnaire, Exit Questionnaire and PGY1/Intern Questionnaire), a full list of MSOD variables, and a collection schedule for future questionnaires are available on the MSOD website: <http://www.medicaldeans.org.au/medical-schools-outcomes-database>. Some questionnaires have undergone minor modifications between collections, thus it is imperative the researcher correctly identifies the corresponding questionnaire for the data requested.

Acknowledgement and Publication

All publications, revisions and resubmissions (including accompanying paperwork such as author approval forms) must be approved by the MSOD Research and Scientific Advisory Committee prior to submission. A hard or soft copy of the published paper must be provided to MSOD for its records.

The following statement acknowledging MSOD must be included in all publications and approved by the MSOD Research and Scientific Advisory Committee with the proposed publication:

The research on which this paper/book/monograph/report/presentation was based on data provided by 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 and to the medical students/graduates/doctors who participated.

Privacy, Confidentiality and Anonymity

All research and studies associated with the MSOD Project must comply with the Information Privacy Principles, Section 14 of the Privacy Act 1988 (and future amendments) and the National Privacy Principles (contained in the 2000 Amendment to the Act). Copies of these documents can be found on the Privacy Commission website (www.privacy.gov.au) or provided by MSOD upon request.

Anonymity and confidentiality of subjects must be preserved in all analyses and publications. This applies to individual participants and subgroups. Identification of individual medical schools can only be made after permission has been given by Medical Deans Australia and New Zealand, as well as the Deans of the affected medical schools.

Human Research Ethics

Ethics approval is not required for access to minimal analyses on MSOD data.

Ownership and Intellectual Property

MSOD data is owned by Medical Deans Australia and New Zealand (Inc.). Appropriate acknowledgement must be made in any research which utilises MSOD data. Research carried out using MSOD data is the intellectual property of the researchers who conduct the study.