



SOUTH WESTERN SYDNEY PHN
Strategic Research Framework
2017

RESEARCH FRAMEWORK

SWSPHN RESEARCH FRAMEWORK

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1 INTRODUCTION

While SWSPHN is not a research organisation, it is committed to providing an integrated and improved primary health care system to the population of South Western Sydney. Research is one of the key means by which the PHN can pioneer innovation in primary health care. By establishing a research framework, SWSPHN will be better able to manage the multiple requests it receives for support and participation in research.

The establishment of a strategic research framework will enable SWSPHN to:

- take advantage of opportunities to support and collaborate in quality research as they arise
- provide a systematic approach to how SWSPHN will approve, determine capacity and suitability in line with its strategic goals as well as national and local health priorities
- maximize the value of SWSPHN's work by establishing partnerships with researchers and other relevant stakeholders.

2 BACKGROUND

Primary Health Networks (PHNs) have been established with the key objective of increasing the efficiency and effectiveness of medical services for patients, particularly those at risk of poor health outcomes, and improving coordination of care to ensure patients receive the right care, in the right place, at the right time. SWSPHN's vision and mission is to become a lead organisation that enables an effective, innovative and integrated health system to achieve better health outcomes for people living in south western Sydney.

Vision: A lead organisation enabling an effective, innovative and integrated health system for South Western Sydney.

Mission: To enhance and connect primary health care so residents and patients achieve better health outcomes.

Service Standard: to support and shape primary care services so all residents in our region can access the right care, at the right time, by the right people, at the right location.

Table 1 SWSPHN Strategic Plan 2016-2020

Organisational Goal	Strategies
1. A healthier community	1.1 Investigate, track and analyse data to better inform priority setting, planning and systems development 1.2 Commission services that enhance equitable access to care according to prioritised population needs as identified in our needs assessment 1.3 Address the specific health needs of our culturally and linguistically diverse, refugee, aboriginal and rural populations
2. An informed and empowered community.	2.1 Enhance the health literacy of the community to help them make better informed health decisions 2.2 Empower our community and their families with access to relevant self-management strategies according to need 2.3 Partner with our community in the planning, development, implementation and evaluation of our services
3. A better health system, experienced by General Practitioners and primary care providers	3.1 Improve practice capabilities through the provision of timely and relevant service supports 3.2 Implement a system for ongoing learning, development and diversification 3.3 Engage General Practitioners and primary care providers in the planning, development, and evaluation of our services
4. An integrated health system that is fit for purpose	4.1. Coordinate and integrate health planning and service development with the SWSLHD and other key stakeholders 4.2 Enable person-centred continuity of care systems that effectively link primary and acute health care providers 4.3 Establish multi-sectorial partnerships that support integration of healthcare
5. Primary healthcare that demonstrates value.	5.1 Support primary health care providers to contribute to improved health outcomes 5.2 Facilitate the co-design and development of innovative models that ensure quality care is delivered 5.3 Progressively monitor and evaluate the performance of procured services to ensure targeted solutions demonstrate cost-effectiveness, sustainability, and scalability

Table 2 South Western Sydney PHN Health Priorities

National Health Priorities for PHNs	Local Health Priorities
<ol style="list-style-type: none"> 1. Mental health 2. Aboriginal and Torres Strait Islander health 3. Population Health 4. Health Workforce 5. eHealth 6. Aged Care 	<ol style="list-style-type: none"> 1. Mental health 2. Chronic disease 3. Tobacco control 4. Overweight and obesity 5. Cancer 6. Pregnancy and the early years 7. Strengthening prevention 8. Advocacy 9. Information 10. Workforce 11. Aboriginal health 12. Culturally and linguistically diverse communities 13. Aged care 14. Drug and alcohol use

3 PURPOSE

The purpose of this document is to provide guidance on:

- Instances in which SWSPHN is to be involved in research projects conducted by external organisations, and the extent of that involvement
- Criteria that research projects will be assessed on, in determining whether it is appropriate for SWSPHN to support and participate
- Documentation that is required from research groups for SWSPHN to assess
- Processes regarding the approval and monitoring of research proposals and the monitoring of the research project by SWSPHN.

This document is applicable to all SWSPHN staff, committees, working parties, and external bodies who request to undertake research with the support and/or participation of SWSPHN.

4 ASSOCIATED DOCUMENTS

1. Legislation, best practice guidelines:
 - Australian Code for the Responsible Conduct of Research (currently under review)
2. SWSPHN Internal Policies and Documents:
 - Knowledge management
 - Clinical Governance Framework
 - Delegations Framework

5 KEY DEFINITIONS

The following terms are used in this document:

Term	Definition
Applicant	Applicant refers to the research body or individual requesting involvement in research from SWSPHN.
Research Proposal	Document proposing a research project, generally constituting a request for sponsorship of that research.
Level 1 Research Project	Requires very few resources from SWSPHN. Level 1 Research projects may require a letter from SWSPHN in show of support for a research proposal.
Level 2 Research Project	Requires limited resources from SWSPHN. Involvement may include providing information through SWSPHN databases that may be of assistance to the research group in marketing their research and recruiting participants.
Level 3 Research Project	Requires significant resources from SWSPHN and is a collaborative request to undertake research. These resources could include using SWSPHN employees to recruit and engage GPs, distribute information, collect data and implement research methods. It may also include allocation of equipment, physical space and significant periods of staff time.
Level 4 Research Project	Require a financial contribution from SWSPHN in conducting research. These include partnerships with research organisation such as universities. Level 4 research projects require SWSPHN to enter a contractual agreement with the research body.
Resources	Includes supply of funding, staff, time, and other materials.

6 STAKEHOLDERS

Integration and collaboration with key stakeholders is core to SWSPHN's operating environment.



Figure 1 South Western Sydney PHN key research stakeholders.

7 PROCESSES AND PROCEDURES

7.1 Request for involvement in research

- Requests for involvement in research received by SWSPHN staff are to be directed to the Research and Evaluation Officer for review.
- Requests for SWSPHN's involvement in research may come through various modes including via email, phone, or in an interagency meeting. All requests for involvement will need to be made in writing in order to be considered.
- Within 5 working days of receiving written request for involvement in research, the applicant will receive:
 - o Email of acknowledgement
 - o Request for further information (may involve completion of some forms)

7.2 Assessment of research proposal

- Research proposals will be considered when all requested documentation has been provided.
- SWSPHN may request additional information necessary for assessing the research proposal.
- Level 4 Research Proposals may need to be put to the SWSPHN Executive, as per the requirements of the Delegations Framework.
- The Research and Evaluation Officer will confirm receipt within 5 working days.
- The research and evaluation officer will assess applicants per the criteria in appendix 2.

Involvement in research will be assessed against the following factors:

- Extent to which the research proposal supports the strategic goals of the organisation
- Extent to which the research proposal aligns with SWSPHN annual activity workplans
- Degree of facilitation required by SWSPHN
- Capacity of relevant staff to facilitate involvement
- Degree of resource investment from SWSPHN
- Degree to which the research proposal supports the vision, mission, and service standard statements of SWSPHN
- Degree to which the research proposal addresses the local and national health priorities identified in the SWSPHN needs analysis.

7.3 Decision making and recommendations

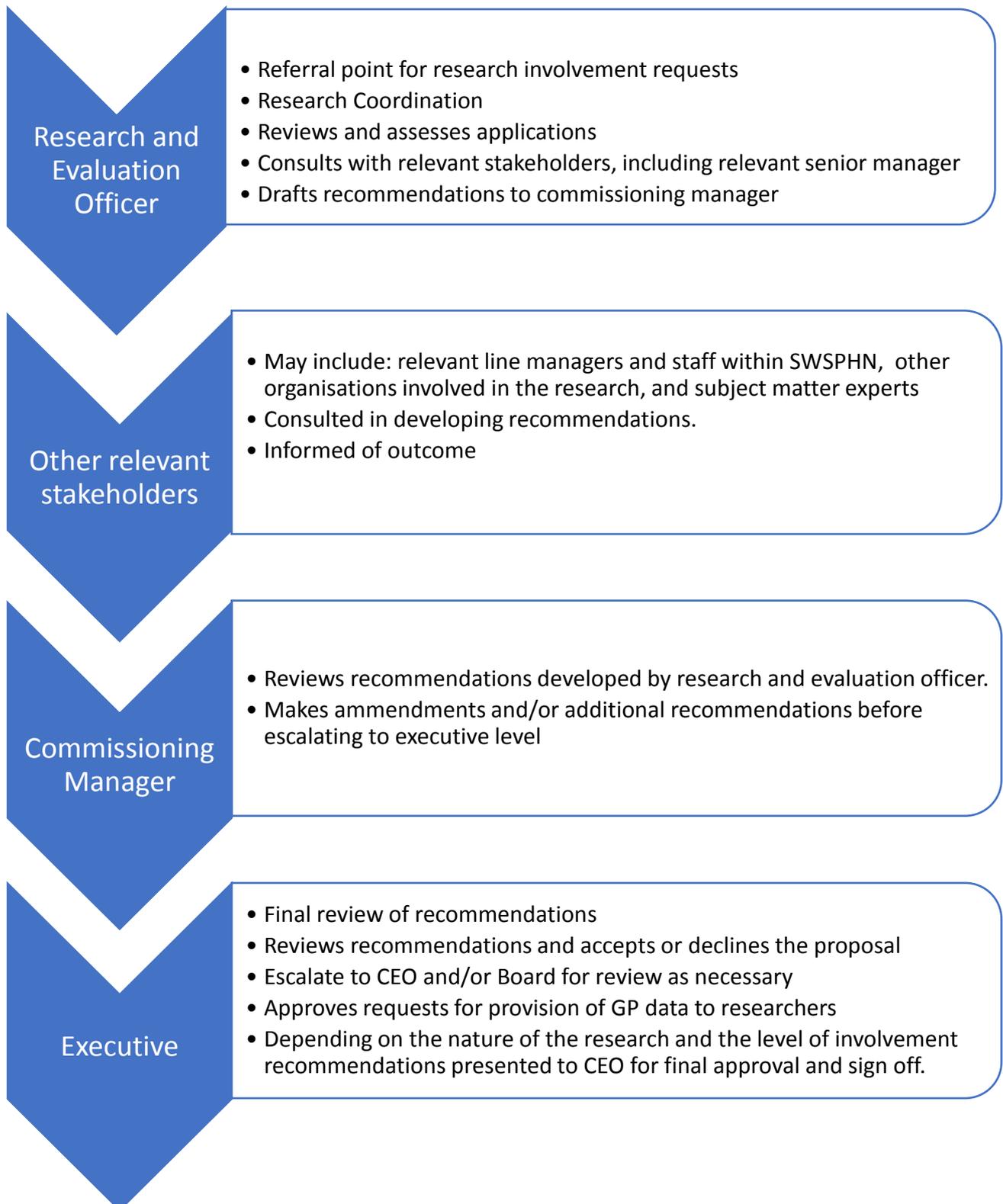
- Upon assessing the application, obtaining additional information and addressing any queries, a recommendation document will be drafted and presented to the Commissioning Manager for review.
- Recommendations drafted will be informed by consultations with relevant stakeholders and scoping of similar research taking place within SWSPHN boundaries.
- Recommendations will be reviewed by the Commissioning Manager and the Executive, with escalation to the CEO and/or Board of Directors as necessary, in accordance with the Delegation Framework.

7.4 Outcome

- Applicants will be notified of the outcome of their request in writing within 30 days of assessment
- Notification to successful applicants will include the provisions under which the approval is provided, including details of resources allocated
- Successful applicants will be required to report to the Research and Evaluation Officer, who will then liaise with the chief investigator.
- Successful applicants will be required to report to SWSPHN at mutually agreed intervals. These intervals will be established upon notification of outcome and will be dependent on several factors including (but not limited to) the duration of the project and SWSPHN level of investment.
- At the conclusion of the project, researchers will be required to provide SWSPHN with a report outlining the findings of their research.

7.5 Assessing proposals

8 ROLES AND RESPONSIBILITIES



8.1 Monitoring and Reporting

- The Research Project Register (Appendix 2) will be updated and monitored by the Research and Evaluation officer on a regular basis.
- A summary of research involvement will be distributed to the Executive team quarterly.
- A report will be generated by the Research and Evaluation Officer to the Executive team on request.
- SWSPHN will be provided with periodic progress reports by the researchers as negotiated, to allow for successful monitoring of the project and the value of SWSPHN's contribution.