

Ramsay National Research Unit

Quality Assurance Framework

RHC Quality Assurance Application form

This template should be used for Quality Assurance (QA) submissions. **Please check against definition of Quality Assurance vs Research below before proceeding with this template.**

Aspect	Quality Assurance (QA)	Research
<i>Primary Purpose</i>	☐ To monitor, evaluate, or improve the quality of service or care.	☐ To generate new, generalisable knowledge or test hypotheses.
<i>Design</i>	☐ Descriptive or evaluative; may include audits, surveys, and service reviews.	☐ Structured and hypothesis-driven; may involve experimental or observational studies.
<i>Comparison</i>	☐ To established standards, guidelines, or benchmarks.	☐ To controls, or alternative interventions.
<i>Focus</i>	☐ Tests adherence to existing best practice.	☐ Investigates new treatments or areas where best practice is not yet established.
<i>Investigators</i>	☐ RHC employees or Accredited Practitioners who would normally have access to such information.	☐ Includes external investigators or organisations.
<i>Data Storage</i>	☐ RHC computer and password-protected	☐ Outside of RHC systems or without standard protections
<i>Privacy/Confidentiality</i>	☐ Data collected is re-identifiable or non-identifiable, and <u>not</u> of sensitive nature	☐ Data is identifiable, <u>or</u> of sensitive nature (refer to QA vs Research Decision Tool)
<i>Risk to Participants</i>	☐ Minimal risk; no additional interventions beyond routine care.	☐ May involve additional risks due to interventions or data collection beyond routine care.
<i>Participants</i>	☐ Site-specific staff or departments; data relates to the specific RHC facility.	☐ Patients or participants sourced beyond the site to ensure a representative sample can be obtained and the results generalised.
<i>Outcome Use</i>	☐ Intended for local service improvement at single RHC facility.	☐ Intended for contribution to generalisable scientific knowledge.
<i>Dissemination of Results</i>	☐ Shared internally to educate and promote best practice.	☐ Shared externally through publication.
<i>Ethics Review Requirement</i>	Usually does not require HREC review, but ethical oversight is still necessary.	Requires HREC review and approval before commencement.

If you've ticked any of the boxes under 'Research', your project does not meet the criteria for a QA, and it is considered a Low-Risk or greater than Low-Risk Research Project that must be **submitted for ethical review** by

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Ramsay Health Care Low-Risk Ethics Committee or HREC. Your project will need to incorporate the appropriate consenting obligations as per the National Statement on Ethical Conduct in Human Research (2025) that are applicable to such research projects.

If your project meets the criteria for a QA, please complete the section below and submit this form and the Site Executive endorsement to researchgovernance@ramsayhealth.com.au

If it is planned that the audit will be regularly repeated, consideration should be given to establishing a registry/databank. Please contact the National Research Unit if you would like more information.

1. Project Title:	
2. Project details, including summary and overall aims	
3. Type of QA	☐ Clinical Audit ☐ Clinical Practice Review ☐ Satisfaction/Knowledge Survey ☐ Service Improvement ☐ Program Evaluation
4. Aim of the QA	
5. Standard, Guideline or Benchmark Used for Comparison	
6. Reason and Benefits of the proposed activity	
7. Is this QA related to a previous QA?	☐ Yes ☐ No
8. Data Collection and Identification	
9. Data Storage	
10. Proposed Dissemination of Results	
<u>Applicants</u>	
Lead Applicant Name Position: Institution: Email:	
Additional Applicant Name Position: Institution: <i>Duplicate to add additional AI as required</i>	
Do you plan to regularly repeat this QA?	☐ Yes

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	☐ No
Start and End Date:	
Name of Ramsay Hospital Site(s)	
Department	

Declaration by the Applicant:

I certify that:

- All information in this application and supporting documentation is correct and complete as possible.
- I have read and addressed in this application the requirements of the NHMRC Ethical considerations in quality assurance and evaluation activities (2014) and any other relevant guidelines.
- No activities will be undertaken beyond those outlined in the submitted project proposal.
- The delegated representative at the Ramsay site will be provided the opportunity to review any submissions, reports, or presentations prior to dissemination.

Signature:

Name (please print): -----

Date: ____/____/____

Department Manager/Health Facility Approval:	
Name of Manager:	
Date Discussed (attach email or other evidence of support)	

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STATEMENT OF COMPLIANCE

The quality assurance activity will be conducted in compliance with all stipulations of the project proposal and the NHMRC Ethical Considerations in Quality Assurance and Evaluation Activities (2014).

REFERENCES:

- [NHMRC Ethical considerations in quality assurance and evaluation activities \(2014\)](#)
- [NHMRC Guidelines approved under Section 95A of the Privacy Act 1988 \(2024\)](#)
- [Australian Privacy Principles February 2013](#)
- [Australian Privacy Act 1988 \(Cth\) \(current from June 2025\)](#)

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- [NSW Health Records and Information Privacy Act 2002 \(current from February 2026\)](#)
- [Health Records Act 2001 \(Victoria\) \(current from May 2026\)](#)
- [Information Privacy Act 2009 \(Queensland\) \(current from July 2025\)](#)

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