

## Support, Supervision and Training for eviDent Members

Policy No: EP001  
Issue Date: Sept 2009  
Updated: Aug 2012  
Review Date: Sept 2014

### Purpose

1. The purpose of this policy is to ensure that a consistent approach is taken to the supervision and training requirements for Associate Investigators and Research Collaborators.
2. This policy describes what supervision and training requirements will be required for participation in all eviDent research projects and what support will be offered to assist their development.
3. This policy is to assist eviDent Chief Investigators to understand and fulfil their responsibilities with respect to the support, supervision and training of Associate Investigators and Research Collaborators, and provide adequate guidance for them to participate effectively in supervising research projects.

### Scope

4. This policy applies to all eviDent members

### Definitions

For the purposes of this policy, the following definitions are used:

5. **Chief Investigator:** eviDent members who provide 'the intellectual, administrative and ethical leadership'<sup>1</sup> to an eviDent research project or program.
6. **Associate Investigator:** eviDent members who are registered and practising dentists and have 'intellectual input into the research and whose participation warrants inclusion of their name on publications'<sup>2</sup>.
7. **Research Collaborator:** eviDent members who are not eligible to be Chief or Associate Investigators, but who are closely involved with different aspects of eviDent projects.

### Training & Requirements

8. It is essential that each eviDent project team is adequately supervised and supported; therefore, Chief Investigators must be full time, part time or honorary academic staff members at the participating university<sup>3</sup>, experienced in clinical research and competent to undertake and lead a research project.

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<sup>1</sup> The University of Melbourne, Melbourne Research Office, Chief Investigator Responsibilities  
<http://www.research.unimelb.edu.au/azservices/ci>

<sup>2</sup> NHMRC Project Grants Advice and Instructions to Applicants for funding commencing in 2010

<sup>3</sup> The University of Melbourne is the only participating university at the time of publication

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9. Whilst eviDent recognises and values that some Associate Investigators and Research Collaborators will have extensive research knowledge, many of the components covered by eviDent's minimum training requirements are not normally included in research methods courses. It should also be recognised that guidelines and codes are constantly being updated. Accordingly, all Associate Investigators and Research Collaborators will be required to complete eviDent's minimum training requirements prior to participating in a research project.
10. eviDent requires that all Associate Investigators and Research Collaborators complete training which covers the following components:
  - a) Australian Code for the Responsible Conduct of Research
  - b) Good Clinical Practice
  - c) human research ethics (including gaining approval, using Plain Language Statements and Consent Forms)
  - d) informed consent
  - e) confidentiality
  - f) data collection and management

Having completed the training, Associate Investigators and Research Collaborators will be encouraged to discuss any queries with the Chief Investigator(s) assigned to their project.

11. It should be recognised that Research Collaborators and Associate Investigators may require *project specific* training. This will be determined by the individual project teams.
12. In addition to the minimum training requirements, eviDent members are encouraged to reflect upon their skills and knowledge to identify any skills gaps.
13. eviDent will provide an additional *voluntary* training component that includes the following components:
  - a) research question design
  - b) literature reviews
  - c) research methods
  - d) protocol writing
  - e) evaluation of data
  - f) turning findings into practice
14. Refresher training may be required of eviDent members.
15. CPD hours will be awarded by the eviDent Foundation for all eviDent training requirements.
16. Chief Investigators should refer to the University of Melbourne's Policy, 'Staff Development, Education and Training', available at <http://policy.unimelb.edu.au/UOM0111>

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### Support and Supervision

17. A minimum of one and maximum of six Chief Investigators will be assigned to each research project.
18. Chief Investigator A must make a significant contribution to the project and will be the primary contact and manager of the project.
19. Chief Investigators B-F are Co-Chief Investigators.
20. Chief Investigators have overall responsibility for the management of the research project, and should refer to the University of Melbourne's 'Guide for Researchers and Research Administrators'.
21. In addition, eviDent requires the Chief Investigators (A-F) to provide the following supervision arrangements:
  - a. regular communication with the project team, including:
    - I. site visits
    - II. project team meetings
    - III. email communication
    - IV. phone communication
  - b. where the Chief Investigator A is unavailable for a period of two months or greater, another Chief investigator will be nominated for that period.
22. All eviDent DPBRN members will be provided with access to research training resources that include the following:
  - a. eviDent policies and procedures
  - b. 'Human Research Ethics 2012', Melbourne Research Office
  - c. Melbourne Research Office Minimal Risk Human Ethics Application Guidelines
  - d. Melbourne Research Office Standard Project Human Ethics Application Guidelines
  - e. Melbourne Research Office Plain Language Example Statements
  - f. Melbourne Research Office Consent Form sample
  - g. Health Sciences HESC meeting dates
  - h. eviDent research protocol guidelines and form
  - i. Australian Code for the Responsible Conduct of Research
  - j. patient information brochure template
  - k. FAQs
  - l. glossary of terms
  - m. contact information, including details about liaison with the eviDent DPBRN Committee, the eviDent Executive Officer and other eviDent projects
23. Chief Investigators are encouraged to use the resources provided by the Melbourne Research Office, available at <http://www.research.unimelb.edu.au/rgc/resources>

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24. The ADAVB's Knowledge Management Officer will:
  - a. facilitate access to research material
  - b. provide inter-library loan assistance
  - c. manage the ADAVB Reading Room, including the online catalogue, databases and intranet site
  - d. actively promote new resources
  
25. The eviDent Executive Officer will assist with:
  - a. the coordination of project meetings
  - b. networking events
  - c. communication with the eviDent DPBRN committee
  - d. Linking eviDent members to relevant information, events and opportunities
  
26. eviDent members will be required to participate in project meetings.
  
27. Dental Practice Based Research Networks work on face-to-face and constant interaction. Therefore, eviDent members should expect to participate in networking events (that involve the practice team), practice exchanges and peer reviews.

### Review

28. This policy will be reviewed and updated within five (5) years of the issue date, or earlier if any changes indicate a need for a review.