



## **Complaint Statements for Participant Information Statements for HNE Research**

Please refer to page 2 of this document for HNELHD 'approved' Complaint Statements for use within all 'Participant Information Statements' for HNE Research in the following scenarios:

**Scenario 1. HNE Ethics and Governance statements** for mandatory use for all research approved by the Hunter New England Human Research Ethics Committee (HNEHREC) and authorised by the Hunter New England Local Health District (HNELHD) to be conducted at a HNE site.

**Scenario 2. HNE Governance (only) statement** for mandatory use for all research approved by another Human Research Ethics Committee (i.e. not HNEHREC) and authorised by the Hunter New England Local Health District (HNELHD) to be conducted at a HNE site.

**Scenario 3. HNE Ethics (only) statement** for mandatory use for all research approved by the HNEHREC, but not being conducted at a site within HNELHD.

**Scenario 4. NHMRC Participant Information Statements** there is a different format commonly used for complaints information for NHMRC Participant Information Statements for Multicentre Clinical Trials.

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For any queries relating to this document please contact:

Email: [HNELHD-ResearchOffice@health.nsw.gov.au](mailto:HNELHD-ResearchOffice@health.nsw.gov.au); Phone: 02 4921 4140

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## Scenario 1. HNE Ethics and Governance statements

### Ethics:

This research has been **approved** by the Hunter New England Human Research Ethics Committee of Hunter New England Local Health District, Reference [*insert REGIS ETH reference*].

### Governance:

The conduct of this research has been **authorised** by the Hunter New England Local Health District to be conducted at the [*Name of site*] site.

### Complaints about this research:

Should you have concerns about your rights as a participant in this research, or you have a complaint about the manner in which the research is conducted, it may be given to the researcher, or, if an independent person is preferred, please contact the **HNE Research Office**, Hunter New England Local Health District, Level 3, POD, HMRI, Lot 1 Kookaburra Circuit, New Lambton Heights NSW 2305. Telephone: 02 4921 4140. Email: [HNELHD-ResearchOffice@health.nsw.gov.au](mailto:HNELHD-ResearchOffice@health.nsw.gov.au) and quote the reference number: [*insert REGIS ETH reference*].

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## Scenario 2. HNE Governance (only) statement

### Ethics:

[*Add in mandatory ethics statement from the approving HREC*]

### Governance:

The conduct of this research has been **authorised** by the Hunter New England Local Health District to be conducted at the [*Name of site*] site.

### Complaints about conduct of this research within HNELHD:

Should you have concerns or a complaint about the manner in which the research is conducted, it may be given to the researcher, or, if an independent person is preferred, please contact the **HNE Research Office**, Hunter New England Local Health District, Level 3, POD, HMRI, Lot 1 Kookaburra Circuit, New Lambton Heights NSW 2305. Telephone: 02 4921 4140. Email: [HNELHD-ResearchOffice@health.nsw.gov.au](mailto:HNELHD-ResearchOffice@health.nsw.gov.au) and quote the reference number [*insert STE reference number*].

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## Scenario 3. Ethics (only) statement

### Ethics:

This research has been **approved** by the Hunter New England Human Research Ethics Committee of Hunter New England Local Health District, Reference [*insert REGIS ETH reference*].

### Complaints about this research:

Should you have concerns about your rights as a participant in this research, or you have a complaint about the manner in which the research is conducted, it may be given to the researcher, or, if an independent person is preferred, please contact the **HNE Research Office**, Hunter New England Local Health District, Level 3, POD, HMRI, Lot 1 Kookaburra Circuit, New Lambton Heights NSW 2305. Telephone: 02 4921 4140. Email: [HNELHD-ResearchOffice@health.nsw.gov.au](mailto:HNELHD-ResearchOffice@health.nsw.gov.au) and quote the reference number: [*insert REGIS ETH reference*].

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#### Scenario 4. NHMRC Participant Information Statements

For matters relating to research at the site at which are you are participating, the details of the local site complaints for HNELHD is:

##### Complaints contact person

Name	HNE Research Office
Position	Manager, Research Governance
Telephone	02 4921 4140
Email – Delete if not required	<a href="mailto:HNELHD-ResearchOffice@health.nsw.gov.au">HNELHD-ResearchOffice@health.nsw.gov.au</a>

If you have any complaints about any aspect of the project, the way it is being conducted or any questions about being a research participant in general, then you may contact:

##### Reviewing HREC approving this research and HREC Executive Officer details

*NOTE: (please ensure only the approving HREC is listed here – if the approving HREC is HNE, please use the details below)*

Reviewing HREC name	Hunter New England Human Research Ethics Committee
HREC Executive Officer	Manager Research Ethics
Telephone	02 4921 4140
Email	<a href="mailto:HNELHD-ResearchOffice@health.nsw.gov.au">HNELHD-ResearchOffice@health.nsw.gov.au</a>

##### Local HREC Office contact (Single Site - Research Governance Officer)

Name	HNE Research Office
Position	Manager, Research Governance
Telephone	02 4921 4140
Email – Delete if not required	<a href="mailto:HNELHD-ResearchOffice@health.nsw.gov.au">HNELHD-ResearchOffice@health.nsw.gov.au</a>

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