Far North Queensland HREC *(EC00157)*

# HREC Quality Assurance (QA) Annual Progress Report / Final Report

This report must be submitted to the approving HREC at least annually (minimum) by April 30th and at the completion of the project.

Once you have completed the form, please return it via email to [FNQ\_HREC@health.qld.gov.au](mailto:FNQ_HREC@health.qld.gov.au) and upload this document including published/presented, copies of publications, presentations, reports etc to the QA project in ERM by using the Correspond button located in the Actions pane on the left side of the screen. Complete all sections in this form. Incomplete forms will be returned for completion.

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| **SECTION 1:** | **PROJECT INFORMATION** | |
| **Review Reference:** |  | |
| **Project Title:** |  | |
| **Report Type:** | Annual Progress Report  Final Report | |
| **Reporting Period:** | From: Click or tap to enter a date. | To: Click or tap to enter a date. |
| **Lead Investigator Name:** |  | |

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| SECTION 2: | STUDY STATUS |
| In progress at Cairns and Hinterland Hospital and Health Service (CHHHS) *(if CHHHS is a site)*: N/A  Yes  No  Date of Commencement: Click or tap to enter a date.  In progress at Torres and Cape Hospital and Health Service (TCHHS) *(if TCHHS is a site)*: N/A  Yes  No  Date of Commencement: Click or tap to enter a date.  In progress, but data collection complete: Yes  No  Discontinued/Abandoned \*:  Not yet commenced \*:  On hold \*:  *\*If study has been discontinued/abandoned, not yet commenced or on hold, provide an explanation below.*   |  |  | | --- | --- | | Explanation of Study Status: |  | |  | |   Study completed at all sites: - *If ticked, this is a final report, provide a summary of results in Section 7 and attach all publications, presentations or dissemination of outcomes.*  HREC expiry date for study: Click or tap to enter a date.  Is an extension of HREC QA activity endorsement required? Yes \*  No  *- If yes, submit an amendment request to the HREC, including justification for the extension. Contact HREC Coordinator for QA amendment submission requirements.* | |

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| SECTION 3: | CHANGES TO THE ENDORSED QA ACTIVITY |
| Have there been any amendments to the QA activity (including changes to the QA Project Team) since submission of the last progress report?  Yes \*  - *If yes, and you have not submitted these amendments to the HREC, please do so as soon as possible. Contact the HREC Coordinator for submission requirements. If any amendments have been submitted and endorsed by the HREC since the last progress report, please list them in the box below.*  No  *- If no, go to section 4.*   |  | | --- | | Details of Submitted and Endorsed Amendments: | |  | | |

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| SECTION 4: | MANAGEMENT OF RISKS |
| Have there been any complaints regarding the conduct of the study since endorsement of the study or last progress report?  Yes \*  *- If yes, provide additional details as an attachment and upload it in ERM.*  No | |

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| SECTION 5: | OTHER CONSIDERATIONS |
| Have any concerns arisen from the study that you wish to draw to the HREC attention? E.g., barriers & obstacles encountered in the QA activity, difficulties with data collection etc.  Yes \*  *- If yes, provide further details below and any recommendations/strategies implemented to overcome concerns for submission to HREC.*  No   |  | | --- | | Further Details: | |  | |  | | |

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| SECTION 6: | SECURITY OF PROJECT-RELATED DATA AND INFORMATION |
| How is the security of project-related data/records being maintained? Briefly describe in the box below the steps taken to protect data/records below including location and duration of data storage.   |  | | --- | | Details of Data Security and Storage Measures: | |  |   Have there been any security breaches related to project data/records since your last progress report?   |  | | --- | | Details of Security Breaches (If Any): | |  | | |

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| SECTION 7: | PROGRESS TO DATE AND FINAL REPORT INFORMATION |
| Please provide a brief statement in the box below that includes:   * A summary of findings to date * Details of any publications accepted or in press during this reporting period * Details of any presentations given during this reporting period   For the Final Report: Please summarise the results in the box below and attach any related publications, presentations, or dissemination materials. Include a description of how the results have been shared with the appropriate parties in accordance with the endorsed QA study plan.  Note: If the project has been published or presented, copies of all publications, presentations, reports, etc., must be included/uploaded with this report. Submission of these documents is mandatory.   |  | | --- | | Summary of Progress or Final Report Details: | |  | | |

### DECLARATION BY LEAD INVESTIGATOR:

The information provided in this report is complete and correct. I certify that the above project was carried out / is being carried out in accordance with the endorsed QA study plan submitted to and approved by the HREC.

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**Name of Lead Investigator**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Lead Investigator**

**Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_**