



Policy Framework

Responsible Officer:	Manager, PHRN Policy and Client Services
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Superseded Documents:	PHRN Policy Framework v1.0
Review:	To be reviewed in February 2013
Associated PHRN Documents	All PHRN policies All PHRN procedures and guidelines PHRN Funding Agreements PHRN Participants' Arrangement

Version	2.0
Authorisation	Authorised by Professor Brendon Kearney [Chair of PHRN Management Council]
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1. Preamble

The Population Health Research Network (PHRN) is developing research infrastructure that will have benefits across Australia. The PHRN will enable data users in universities, research institutes, government agencies and other organisations to access new and existing research datasets, ad hoc survey datasets and routine administrative datasets. The ultimate purpose is to improve health and wellbeing and enhance the effectiveness and efficiency of health services.

The PHRN Policy Framework encompasses the policies, procedures and accountabilities that are directed at ensuring the PHRN infrastructure is built and operated according to the highest ethical and scientific standards and is compliant with relevant national guidelines, codes of conduct and applicable State/Territory and Commonwealth legislation.

2. Purpose

The PHRN Policy Framework has been developed:

- To provide details of the legislation, regulations, codes of conduct, principles, policies, guidelines and procedures for the PHRN;
- To describe the relationship between the legislation, regulations, codes of conduct, principles, policies, guidelines and procedures for the PHRN;
- To ensure PHRN policies, guidelines and procedures are necessary, current, relevant, useful, consistent, unambiguous and presented in a uniform manner.
- To establish the requirements, accountability and responsibility for the approval, promulgation, enforcement and review of PHRN principles, policies, guidelines and procedures.

- To define the roles of the Management Council, Management Council subcommittees and advisory groups and PHRN Project Participants in the development and implementation of policies, procedures and guidelines.

3. Scope

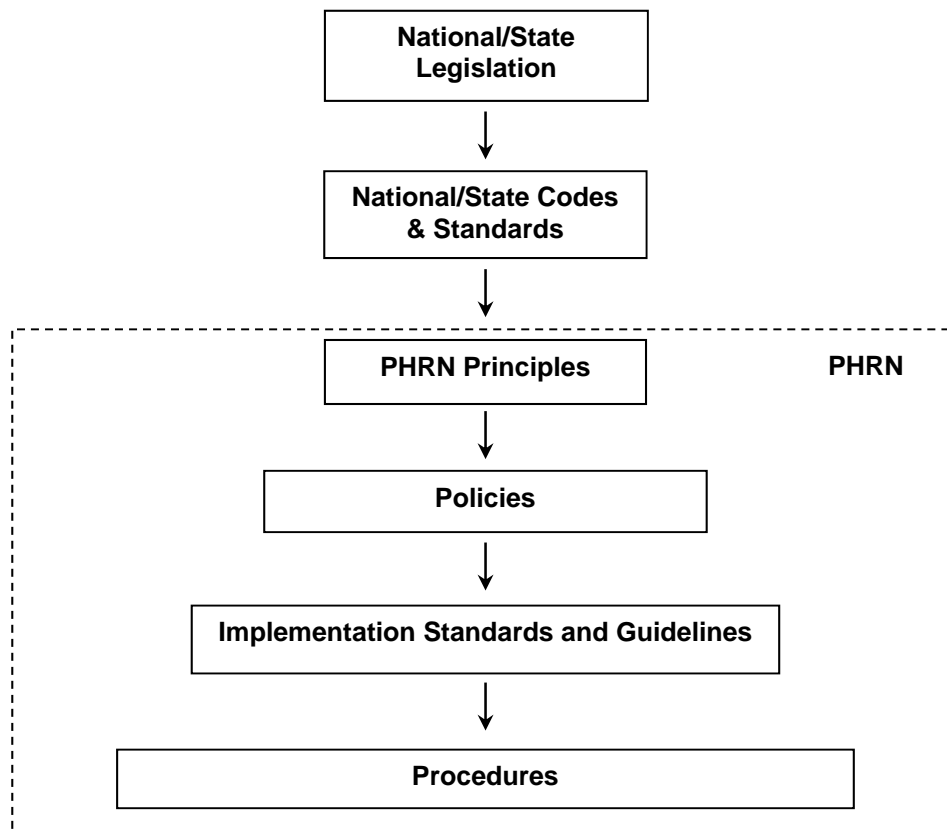
The framework applies to all policies, procedures and guidelines of the PHRN.

4. Policy Statement

4.1 The PHRN will employ a number of governance instruments including:

- Guidelines - provide additional detail or further context on aspects of a policy or procedure. Guidelines are not mandatory and may contain examples, checklists, further clarifications or extrapolations etc;
- Legislation - law which has been enacted by a legislature or other governing body;
- Policy - a statement of purpose and one or more broad guidelines as to how the purpose is to be achieved which, when taken together, provide a framework for the operation of an organisation or program;
- Principles - the fundamental premises/concepts that the policy and associated procedures are based on;
- Procedures - detail the steps and/or actions that must be taken to implement a particular policy; and
- Regulations - made under an Act to regulate interpretation and implementation of the Statute. They may include procedural information and penalties for non-compliance with the governing Statute.

4.2 Within this model, each policy is linked to the legislation or strategic priorities (above it) that have given rise to it, and to the policies and/or procedures (below it) which prescribe how it will be implemented:



- 4.3** All PHRN policies will be developed in accordance with the PHRN's approved policy framework.
- 4.4** Policies must identify all relevant legislation, and comply with the legislative framework that the PHRN operates within.
- 4.5** Procedures must identify any relevant Policy, Statute or Regulation.
- 4.6** All PHRN policies and procedures will use a standard template to ensure consistency in documentation.
- 4.7** PHRN policies and procedures should contain language that is in plain English and audience appropriate.
- 4.8** Draft documents are not to be made available externally, except with the approval of the Management Council Chair.
- 4.9** A policy will remain in force unless formally revoked by the Management Council or superseded by another policy.
- 4.10** Approved policies and procedures will be reviewed every year by the Program Office or applicable Management Council Committee to ensure information is current, to eliminate those that have outlived their usefulness and to clarify those that are difficult to understand. In some circumstances, such as a legislative change, policies will need to be reviewed prior to the review date.

5. List of PHRN Policies, Procedures and Guidelines

Policies	Procedures	Guidelines
1. Access & Pricing	Application for linked data	
2. Committees	Terms of Reference	
3. Communications	Media queries	Communications Guidelines
4. Complaints	Complaints Procedures	Complaints Guidelines
5. Conflict of Interest	Declaration of Conflict of Interest	
6. Consumer/Community Participation		Consumer/Community Participation Guidelines
7. Ethics and Scientific Review		
8. Finance		In Kind Contributions
9. Incidents and Breaches		Incidents and Breaches Guidelines
10. Information Governance Policy		Information Governance Guidelines

11. Information Security	Information Security Guidelines
12. Intellectual Property	
13. Privacy	
14. Scientific Research Publications	Usage Guidelines
15. Training	
16. Remuneration and Travel	Remuneration and Travel Guidelines

6. Associated Documents

6.1 PHRN Documents

- All PHRN policies
- All PHRN procedures and guidelines
- PHRN Funding Agreements
- PHRN Participants' Arrangement

7. Implementation

7.1 Roles & Responsibilities

The respective roles of the Management Council, Management Council subcommittees, PHRN Project Participants, Program Office for Data Linkage and data users with respect to PHRN policies and other governance instruments are describe below:

Role	Responsibilities
Management Council	<ul style="list-style-type: none"> ▪ Endorsement of PHRN policies and procedures ▪ Development of an appropriate annual risk management strategy.
Committees/Advisory Groups	<ul style="list-style-type: none"> ▪ Development of PHRN policies and procedures, ▪ Implementation of PHRN policies and procedures.
Program Office	<ul style="list-style-type: none"> ▪ Coordinate development and implementation of policies, standards, procedures and guidelines to support national data linkage activities.
PHRN Project Participants	<ul style="list-style-type: none"> ▪ Ensure policies and procedures are consistent with PHRN policies and procedures.
Data Users	<ul style="list-style-type: none"> ▪ Conduct research in accordance with national guidelines and the PHRN Policy Framework.

7.2 Support & Advice

The PHRN Program Office for Data Linkage will be the central contact point for support and advice relevant to this framework:

- Phone: (08) 6389 7300
- Email: phrn@ichr.uwa.edu.au
- Address: 105 Hay St Subiaco WA 6008

7.3 Communication

A hard copy of this policy framework will be available in the central offices of all PHRN Project Participants. In addition, an electronic copy will be available on the PHRN website (www.phrn.org.au) and will be referenced in all information available to data users as part of the application process.

8. Review

The PHRN Policy Framework will be reviewed annually by the Management Council.

9. Definitions

1. Definitions

Data custodian for a source dataset is the organisation or agency which is responsible for the collection, use and disclosure of information in that dataset. The data custodian is responsible for contributing to the guidelines and approval processes on the use of the data, including involvement with ethics committees and input to the protocols surrounding data use;

Data user means a person who performs research using data provided in the course of a data linkage project. This includes investigators, analysts and others who work for a range of organisations including academic institutions and government organisations;

PHRN Funding Agreements mean the agreement between the Commonwealth of Australia as represented by the Department of Innovation, Industry, Science and Research and the University of Western Australia regarding funding for implementing the Investment Plans for the research capability known as the Population Health Research Network, under the National Collaborative Research Infrastructure Strategy and the Education Investment Fund Super Science Initiative, respectively;

PHRN infrastructure means the basic physical and organisational structures needed for the operation of the PHRN;

PHRN Management Council means the group established under the PHRN Funding Agreements to oversee the implementation of PHRN infrastructure in accordance with the PHRN NCRIS and PHRN EIF-SSI Investment Plans;

PHRN Participant's Agreement means an agreement between The University of Western Australia and a Project Participant which complies with the PHRN Funding Agreements, in which The University of Western Australia subcontracts some of its obligations under the PHRN Funding Agreements;

PHRN Participants' Arrangement is the document that sets out the mutual obligations and operational relationships within the PHRN.

PHRN Project Participant means a party to a PHRN Participant's Agreement who is approved by the Commonwealth and is directly involved in data linkage activities;

Population Health Research Network means the Project Participants listed in the PHRN Funding Agreements and all committees established by the PHRN including the PHRN Management Council;

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Professor Brendon Kearney	6 November 2010	6 November 2010	First endorsed version
2.0	Professor Brendon Kearney	3 February 2012	3 February 2012	Acknowledgement of PHRN EIF-SSI funding Minor changes to glossary