Training Policy

Responsible Officer:	Manager, PHRN Policy and Client Services
Contact Officer:	Kate Tan (08) 63897306; *ktan@ichr.uwa.edu.au*
Superseded Documents:	Nil
Review:	To be reviewed in February 2013
Associated PHRN Documents:	PHRN Information Governance Framework (draft v1.6) PHRN Privacy Policy PHRN Ethics and Scientific Review Policy PHRN Consumer and Community Participation Policy PHRN Communications Policy

Version: 1.0
Authorisation: Authorised by Professor Brendon Kearney
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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 non-identifiable information from new and existing research datasets, ad hoc survey datasets and routine administrative datasets. This will support nationally and internationally significant population based research that will aim to provide policy-makers and healthcare providers with better information for decision-making, and contribute to improved health care service delivery and health outcomes for Australian communities. Data linkage infrastructure is being developed using personal health information held in state and territory data collections.

Whilst research using linked population data can be of enormous benefit to the community it usually requires the use of personal information. The PHRN acknowledges that protecting the privacy of personal information is very important to people and that information about a person's health is sensitive information. The PHRN recognises that the right to privacy is fundamental to the dignity of people and is a core human right.

The PHRN is contributing to a significant expansion of data linkage infrastructure across Australia. This expansion has resulted in an increase in the need for staff with relevant skills to build, maintain and service the infrastructure along with the need for data linkage specific training. Additionally, the expansion of data linkage capacity is expected to increase the attractiveness of research using linked data. Significant increases in the number of Australian researchers accessing and using linked data will present ongoing training demands for the PHRN. The development of a nationwide pool of skilled data linkers to allow the PHRN to meet researcher demand will be critical in sustaining this increased demand.

This document pertains to the development of a National Training Program which will provide the basis for a cohesive and integrated learning process for the PHRN.

2. Purpose

The Training Policy is directed at ensuring that the development of the PHRN infrastructure and all research conducted using the PHRN infrastructure is conducted by individuals who have undergone appropriate training and met the competency requirements for their role.

3. Scope

For the purpose of this policy training means '*learning focused on the current job of the learner that seeks to bring a person to an agreed standard of proficiency'*. This policy does not cover education which is defined as '*learning which relates to a broad range of areas which typically extend beyond the current job of the learner'*.

The Training Policy provides the framework for the development of detailed standards, guidelines, protocols and procedures for the training of:
   i.   Staff of the PHRN Project Participants
   ii.   Data users proposing the use of linked data through the Population Health Research Networks infrastructure
   iii. HREC members reviewing research applications proposing the use of linked data

The scope of this policy pertains to three aspects of training.
   1. Training requirements
   2. Development of training packages
   3. Training delivery

4. Policy Statement

4.1   The PHRN will ensure that appropriate training is available to all PHRN Project Participant staff.

4.2   The PHRN is committed to providing a minimum level of information governance awareness training to all Project Participant staff prior to commencing work.

4.3   PHRN-funded training developed by PHRN Project Participants will be developed in consultation with the PHRN Training and Development Coordinator to ensure a consistent and complementary approach.

4.4   The PHRN will ensure that all Project Participants obtain input and feedback from the training program's target group in the development of training programs.

4.5   All training programs coordinated through the PHRN will be delivered by the most appropriately qualified facilitators sourced internally or externally, either local or visiting.

4.6   The PHRN is committed to flexible delivery modes of training, as appropriate, to increase the accessibility of training by all Project Participants and other stakeholders throughout Australia.

4.7   The PHRN Project Participants will ensure the appropriate monitoring and recording of training funded by the PHRN.

5. Associated Documents

5.1   PHRN Documents

- PHRN Information Governance Framework (draft v1.6)
- PHRN Privacy Policy
- PHRN Ethics and Scientific Review Policy
- PHRN Consumer and Community Participation Policy
- PHRN Communications Policy

6. Implementation

6.1   Roles & Responsibilities

6.1.1 PHRN Management Council

The PHRN Management Council has the responsibility to endorse the PHRN Training Policy and related procedures and guidelines. The Council will also be responsible for endorsing any amendments to these documents recommended as a result of any review undertaken.

6.1.2 PHRN Program Office

The PHRN Program Office is responsible for developing and coordinating any subsequent reviews of the PHRN Training Policy and associated guidelines.

6.1.3 PHRN Training and Development Coordinator

The PHRN Training and Development Coordinator is located within the PHRN Program Office for Data Linkage. The Coordinator is responsible for:

- assisting Project Participants to implement the PHRN Training Policy and related guidelines;
- promoting and facilitating access to training packages of the highest possible standard;
- providing support for PHRN Project Participants in the development of training packages in consultation with relevant target groups; and
- ensuring that PHRN Project Participants monitor and maintain training attendance records for their staff and where relevant those accessing their training.

6.1.4 Project Participants

The PHRN Project Participants have responsibility for:

- ensuring that staff are familiar with and understand the contents of this policy and related guidelines;
- ensuring that staff delivering data linkage services receive appropriate training commensurate with the responsibilities of their role;
- ensuring that data users receiving data from the PHRN have successfully completed appropriate training;
- developing and implementing their own training priorities, policies and guidelines that are consistent with the PHRN's training strategy, policy and guidelines; and
- liaising with the PHRN Training and Development Coordinator on development of any training resources.

6.2 Support & Advice

The PHRN Program Office will be the central contact point for support and advice relevant to this policy:
Phone: (08) 6389 7300
Email: phrn@ichr.uwa.edu.au
Address: 105 Hay St Subiaco WA 6008

6.3 Communication

A hard copy of this policy 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.

7. Review

Evaluation of this Policy and associated procedures and guidelines is to be undertaken by the PHRN two years after approval. The review will be undertaken by the responsible officer and the contact officer under advice of the PHRN Management Council.

8. Definitions

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

Ethical means right or morally acceptable;

Ethics approval means a recommendation from an HREC registered with the NH&MRC that a project is acceptable and compliant with the *National Statement on the Ethical Conduct of Research*;

Human Research Ethics Committee Member refers to a member of an ethical review body set up to carry out ethical review of human research;

Participant organisation means an organisation that will provide services and functions to the PHRN Project Participants but will not be party to a legal contract with The University of Western Australia;

Personal health information means information or opinions that relate to the health of a person where the identity of a person is apparent or can reasonably be ascertained from the information;

Personal Information means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion;

PHRN Funding Agreements means the agreements 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 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 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;

Privacy is defined as the right or expectation to be let alone or not interfered with and includes information privacy;

Training is 'learning focused on the current job of the learner that seeks to bring a person to an agreed standard of proficiency.

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Prof Brendon Kearney	3 February 2012	3 February 2012	First endorsed version