



The Health Roundtable Limited

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USE OF HEALTH ROUNDTABLE DATA FOR RESEARCH

The Health Roundtable inpatient episode data base is one of the largest non-governmental collections of hospital operational activity in the world, adding over 2 million records per year for over 40 major public hospital facilities across Australia and New Zealand. Data are available from 1996 to 2005 for 15 of the member organisations. The database has a wealth of diagnosis, procedure, and demographic data linked to hospital stays, and provides a mechanism to track episodes of the same patient over time for many member organisations. (However, there are no direct patient identifiers in the datasets.)

Extracts from the database are available to researchers who agree to abide by the following requirements:

1. All research project requests must be approved by the General Manager of The Health Roundtable in advance, using the principles of the Health Roundtable Honour Code to assess the potential benefits versus risks to members. The Honour Code requires that the data not be used to the detriment of any member organisation.
2. Data provided to researchers will have the identity of the specific hospitals in the dataset disguised to avoid the possibility of disclosure. Only the General Manager of The Health Roundtable will have the ability to decode the information for the benefit of the member organisations.
3. All research products are to be circulated to member organisations for comment prior to any submission for external publication. Any requests by members to remove their data from the analysis must be honoured, and any request by an organisational member to terminate the research project will be forwarded to the Board of Directors for resolution. The Board will consider all submissions regarding the dispute, and will make a final, binding decision regarding the use of Roundtable data in the project.
4. All research must acknowledge the source of data as The Health Roundtable, and the final versions of the research must be freely available to all member organisations at no cost to them or to The Health Roundtable.
5. Researchers must provide a free, non-exclusive license to The Health Roundtable to use the methodologies developed as part of the research to enable the Roundtable to continue or expand the research to other member organisations or time periods. A copy of any algorithms and computer source code written to conduct the analysis shall be submitted to The Health Roundtable when the research products are circulated to member organisations prior to submission for external publication.
6. Data provided to researchers by The Health Roundtable must be used only for the purpose identified in the research application. No secondary usage is permitted without separate approval. All research is to be completed within 12 months of receipt of the data.

APPLICATION TO USE HEALTH ROUNDTABLE DATA FOR ACADEMIC RESEARCH

(Please provide a project proposal covering the following topics, clearly numbering and labelling each section in the order listed. Please limit the size of the proposal to a maximum of 2 pages.)

1. PROJECT TITLE:	
2. INVESTIGATORS:	List names, affiliations, email addresses, and phone contact details of all individuals who will participate in the project and have access to the data.
3. SPECIFIC AIMS / HYPOTHESES:	What specific hypotheses are to be tested with this research?
4. ESTIMATED DURATION OF THE STUDY:	Provide a timeline for the analysis and development of the preliminary draft to be circulated for comment.
5. BACKGROUND:	Describe other research projects that have been conducted on this topic and provide bibliographical references
6. RESEARCH DESIGN AND METHODS:	How do you propose to conduct the research? List the software applications and/or software languages to be used.
7. ROUNDTABLE DATA REQUESTED	Please indicate the data elements required, specifying the number and type of facilities, countries, financial years, etc.
8. FUNDING	Who is funding the research project? Indicate the total amount of funding received for this project.
9. DATA SECURITY	What measures will be taken to ensure the security of the data provided to you?
10. APPROVALS	Has the organisation with whom you are affiliated approved this research project? If so, please provide the name, email address, and telephone contact details of the person who has given this approval.

**AGREEMENT TO USE HEALTH ROUNDTABLE DATA
FOR ACADEMIC RESEARCH**

(Please make separate copies and ensure that all investigators listed in the application provide a signed agreement.)

PROJECT TITLE:			
If granted access to Health Roundtable data for the above research project, I personally agree that:	<ol style="list-style-type: none"> 1. I will not conduct analysis of the data which could be used to the detriment of any member organisation of The Health Roundtable. 2. I will retain the coded identity of organisations as provided by The Health Roundtable, and will remove specific organisations from the analysis on request. 3. I will submit the research products of my analysis to The Health Roundtable General Manager for circulation to member organisations for comment prior to any submission for external publication. 4. I agree to abide by the decision of the Board of Directors of The Health Roundtable if any member organisation of The Health Roundtable lodges a concern about the analysis or interpretation of the data within 60 days of circulation of the research products. 5. I agree to acknowledge the source of data as The Health Roundtable, and to make the final versions of the research freely available to all member organisations at no cost to them or to The Health Roundtable. 6. I agree to provide a free, non-exclusive license to The Health Roundtable to use the methodologies developed as part of the research to enable the Roundtable to continue or expand the research to other member organisations or time periods. 7. I agree to provide a copy of any algorithms and computer source code developed during the research to the Health Roundtable General Manager when the research products are circulated to member organisations prior to submission for external publication. 8. I agree to use data provided by The Health Roundtable only for the purpose identified in this research application. I accept that no secondary usage is permitted without separate approval. 9. I agree to complete the research within 12 months of receipt of the data or to destroy all copies of the data received. 10. I agree to protect the security of the data entrusted to me by The Health Roundtable. 11. I agree to repay the direct costs incurred by The Health Roundtable in extracting the requested data, if requested. I understand that I will be provided an estimate of these costs in advance. 		
Printed Name		Telephone	
Signature		Fax	
Date		Mobile	
Email Address			