

6 August 2025

A/Professor Deb Russell
Menzies School of Health Research
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Via Email

Ethics Administration Office
File Reference Number: HREC-2023-4653
Phone: (08) 8946 8687 or (08) 8946 8692
Email: ethics@menzies.edu.au

Dear A/Professor Russell,

HREC Reference Number: HREC 2023-4653

Project Title: *The Right Workforce a the Right Time: Improving the Effectiveness and Efficiency of Retrieval Systems in Remote Australia*

The amendment to the above project submitted on **29/07/2025** was approved by the Human Research Ethics Committee of the Northern Territory Department of Health and Menzies School of Health Research (HREC). Please note that this approval applies only to research conducted after the date of this letter.

The following amendments are approved:

- **Transition to NMA Ethics Approval**
 - Initiate the process to transition from the current NT HREC approval to ethics approval under the National Mutual Acceptance (NMA) scheme.
- **Approval of WACHS under NMA**
 - Proceed with the approval of Western Australia Country Health Service (WACHS) as a participating site under the NT HREC-led NMA application.
- **Publicity Material Distribution**
 - Circulate the approved publicity materials to the following professional groups:
 - * AeroMed Australia
 - * Flight Nurses Australia

Please note that all requirements of the original ethical approval for this project still apply.

Approval is granted for the above research project, until the next report due date.

Annual progress report due: 21/11/2025

Approved timeframe (subject to compliance and annual reporting): 21/11/2023 – 31/12/2026 The documents listed below are approved:

| Document | Version | Date |
|---|--|------------|
| 1. Request from WACHS for NTHREC ethical oversight under NMA | FW Ethical Oversight for WACHS sites- HREC Ref:2023-4635 | 2025-07-28 |
| 2. Publicity Material- invitation to participate in interview | V1 | 2025-05-26 |

Please note:

- * Researchers must comply with site specific governance regulations, data custodian and other stakeholder requirements.
- * Site-specific approval must be obtained from NT Health Research Governance Office before research affected by this amendment may commence at NT Health sites.

APPROVAL IS SUBJECT TO the following conditions being met:

1. The Coordinating Principal Investigator will **immediately report anything that might warrant review** of ethical approval of the project.
2. The Coordinating Principal Investigator will notify the Human Research Ethics Committee of the Northern Territory Health and Menzies School of Health Research (NTHREC) of any event that requires a **modification or amendment to the protocol or other project documents** and submit any required

- amendments in accordance with the instructions provided by the HREC. These instructions can be found on the Menzies' website.
3. The Coordinating Principal Investigator will submit any necessary reports related to the **safety of research participants (e.g. protocol deviations, protocol violations)** in accordance with the HREC's policy and procedures. These guidelines can be found on the Menzies' website.
 4. The Coordinating Principal Investigator will **report** to the HREC **annually** and notify the HREC when the project is completed at all sites using the specified forms. Forms and instructions may be found on the Menzies' website.
 5. The Coordinating Principal Investigator will notify the HREC if the project is **discontinued at a participating site before the expected completion date** and provide the reason/s for discontinuance.
 6. The Coordinating Principal Investigator will notify the HREC of any plan to **extend the duration of the project past the approval period listed above** and will submit any associated required documentation. The preferred time and method of requesting an extension of ethical approval is during the **annual progress report**. However, an extension may be requested at any time.
 7. The Coordinating Principal Investigator will notify the HREC of his or her **inability to continue as Coordinating Principal Investigator**, including the name of and contact information for a replacement.
 8. The safe and ethical conduct of this project is entirely the responsibility of the investigators and their institution(s).
 9. Researchers should immediately report anything which might affect continuing ethical acceptance of the project, including:
 - Adverse effects of the project on participants and the steps taken to deal with these;
 - Other unforeseen events;
 - New information that may invalidate the ethical integrity of the study; and
 - Proposed changes in the project.
 10. Approval for a further twelve months, within the original proposed timeframe, will be granted upon receipt of an annual progress report if the HREC is satisfied that the conduct of the project has been consistent with the original protocol.
 11. Confidentiality of research participants should be maintained at all times as required by law.
 12. The Patient Information Sheet and the Consent Form shall be printed on the relevant site letterhead with full contact details.
 13. The Patient Information Sheet must provide a brief outline of the research activity including: risks and benefits, withdrawal options, contact details of the researchers and must also state that the Human Research Ethics Administrators can be contacted (telephone and email) for information concerning policies, rights of participants, concerns or complaints regarding the ethical conduct of the study.
 14. You must forward a copy of this letter to all Investigators and to your institution (if applicable).

This letter constitutes ethical approval only.

This project, including amendments to the research protocol or conduct of the research which may affect the site acceptability of the project, cannot proceed at any site until separate research governance authorisation has been obtained from the CEO or Delegate of the institution under whose auspices the research will be conducted at that site, if not already obtained. Any transfer of data/material is subject to institutional research governance arrangements for data ownership, custodianship, and data/material transfer agreements. Please forward this approval letter to the relevant research governance office. Should you wish to discuss the above research project further, please contact the Ethics Administrators via email: NTHREC@menzies.edu.au

Yours sincerely,



Professor William Majoni
Chair
Human Research Ethics Committee
of NT Health and Menzies School of Health Research
<http://www.menzies.edu.au/ethics>

NT HREC is registered and certified for multi-site review with the Australian National Health and Medical Research Council (NHMRC) and operates in accordance with the NHMRC *National Statement on Ethical Conduct in Human Research (2023)*. NHMRC Reg no. EC00153