RESEARCH OFFICE

	Responsibility	Checklist
1	Working familiarity of your Organisational Charter, and the Australian Charter of Healthcare Rights	☐
2	Working familiarity of the policies and procedures, and the related processes and systems surrounding capacity and decision making/ decision maker status	☐
3	Working familiarity of your organisational informed consent policies, procedures, and the related processes and systems	☐
4	Working familiarity of other relevant Partnering with Consumers policies and procedures, and the related processes and systems	☐
5	Educate yourself on the value of participant and decision maker engagement, your organisational policies and procedures, and the related processes and systems	☐
6	Educate yourself on the value of consumer engagement, how it contributes to the safety and quality of health care, and how it supports clinical trial participation	☐
7	Educate yourself on the complexity of the service user interactions with the clinical trial service, the complexity of the context in which they reside, and their needs as a clinical trial participant	☐
8	Undertake regular Partnering with Consumers training and education, as per your organisation's schedule	☐
9	Facilitate researchers in partnering with consumers in their research by providing information & education resources, supporting them throughout the lifecycle of their projects, and making consumer involvement a part of Ethics and Governance review	☐
10	Facilitate the provision and delivery of clinical trials, and clinical trial information, in languages, formats, and ways that reflect the needs of the service users, by making consideration of this part of the ethics and governance review process	☐
11	Involve consumers in the development of information about clinical trials by involving them in the review of ethics and governance submissions, consent forms, and other participant-facing information	☐

12	Assist in maintaining an effective informed consent process by developing research-specific informed consent policies and procedures, and participating in the development of organisational-wide informed consent policies and procedures	☐
13	Monitor and assess potential risks by undertaking clinical trial risk assessments specific to consumers and partnering with consumers and, if relevant, use organisational systems and processes (including risk registers) to record them	☐
14	Conduct audits to check informed consent compliance	☐
15	Use the relevant processes and systems to receive and respond to consumer, service user, and workforce feedback and complaints (including the Australian Open Disclosure Framework). Work with management to resolve issues and implement preventative and corrective actions if feedback and/or complaints are received.	☐
16	Monitor and report on consumer involvement in the areas of the clinical trial service you are responsible for, by collecting and reporting on data as per your organisation's standard practices	☐
17	Look for opportunities to improve the areas of the clinical trials service that you are responsible for, and the care given to participants	☐