

# Medical Education Research and Evaluation Register

## Guidelines for the Process of Registering Additional Evaluations and Educational Research Projects in the MBBS/MD Programs

### 1. Purpose

The purpose of these guidelines is to allow the Medical Education Unit (MEU) in the School of Medicine (SOM) to track and support external and internal research activity conducted on students enrolled within the medical school, via a 'register' of medical education research and evaluation.

#### **Establishing a register of research and evaluation will be beneficial for several reasons.**

1. It will help ensure that our students are not burdened unnecessarily by frequent surveys or requests to participate in research not related to the core UQ goals of medical education or graduate attributes.
2. It will allow the MEU to ensure that any research or evaluation (not directly connected to a course) is meaningful to our students' education and conducted at an appropriate time.
3. It will help ensure there is no duplication of effort in research or evaluations and may in some instances facilitate collaboration between individuals working in similar areas.
4. It will allow the MEU to advertise the research underway in medical education at the SOM and maintain an audit for purposes of reporting or reviews by UQ, Faculty, AMC etc.

### 2. Definitions

**Additional Evaluations:** Evaluations which are not compulsory evaluations.

#### **Defining Evaluation and Research**

The Medical Education Unit at the School of Medicine (SOM) considers the following definitions as appropriate for describing what evaluation is and what research is in the context of the UQ SOM. Importantly any evaluation and/or research undertaken in the SOM with our students and/or staff must have as its **primary purpose, the enhancement of current or future curricula and/or a contribution of new knowledge to medical education either for internal purposes and/or for the purpose of broader dissemination to the medical and health science education community.**

**Evaluation** is primarily considered to be an activity of data gathering to make a judgment on a course or some aspect of a course for the specific purpose of improving the course and ultimately our current or future curricula. Importantly **the evaluation activity may directly or indirectly benefit our UQ medical students.**

**Research** is primarily considered to be of broader scope than evaluation and its purpose is to **contribute new knowledge.** Research involving UQ medical students will typically fall into two categories.

1. Research that is **directly applicable and beneficial to the needs of the SOM.** This type of research project will typically be instigated and led internally, i.e. within UQ, and preferably led by UQ SOM staff.

2. Research that may be directly or indirectly applicable and beneficial to the needs of the SOM and is specifically ***intended as a contribution to the wider medical and health sciences education community as well as to UQ SOM***. Three levels of this type of research project are considered. Those which are;
- 2a) internal - led by UQ SOM staff as principal investigators, or
  - 2b) external - with the involvement of UQ SOM staff as a co-investigator, or
  - 2c) external - with no involvement of UQ SOM staff

**Ethics Approval:** An application form, approved by a registered Australian Human Ethics Review Committee (HREC), granting ethical clearance for research involving human participants.

**Research & Evaluations Officer:** The Evaluations and Quality Assurance Officer for the SOM.

**Research & Evaluations Panel:** A panel of three persons appointed by the SOM Chair of the Teaching and Learning Committee that is responsible for reviewing and providing advice on submitted registrations.

### 3. Protocol for Registering Additional Evaluations and Educational Research Projects

3.1 Anyone wishing to register an Additional Evaluation or Educational Research Project is requested to complete a registration form via this link.

<https://www.surveymonkey.com/s/MedEd-ResearchRegister>

3.2 Request to register an Additional Evaluation or Educational Research Project should be done within an appropriate time period to allow its review and the provision of advice regarding the optimum time for administration. The panel will strive for no longer than 3 weeks from submission to advice.

3.3 Applicants should ensure their projects meet the ethical guidelines for research on humans prior to submitting their application. Any projects which require ethics approval are requested to obtain approval before commencement of the project.

3.4 Once a registration application has been submitted, the Research and Evaluations Panel will relay any advice to the applicant as soon as possible to avoid delays in project commencement.

3.5 Registration of all applications is made at the discretion of the Research and Evaluations Panel. In some circumstances additional approval will be necessary depending on the level of access to students that is required. In these instances the registration application may need approval from the Head of School, or the Faculty Executive Dean, or as specified in the PPL 6.20.7. (see summary below)

Approval guidelines as per the PPL 6.20.7	
<i>Approval to</i>	<i>Granted by</i>
Access to all students in a particular course	Course coordinator
Access to all students in a program or year	Executive Dean
Access to or provision of personal data on our students to a third party	Chief Operating Officer via the Faculty Executive Dean and the Head or School

3.6 For each project registered it is expected that a final report will be provided to the SOM T&L Committee upon its completion. Details of the requirements of this final report will be provided on request at the appropriate time.