



## OBJECTIVE

A large number of requests to approach medical students for research participation are received by the Medical School each year. It is in the interests of medical students that research participation requests are monitored and managed to ensure that high-quality, relevant research is undertaken. This policy outlines how the Department of Medical Education (DME) in the Melbourne Medical School will manage requests to approach Doctor of Medicine students for research participation in order to manage the volume of approaches and to ensure that those made are appropriate.

## POLICY

Requests to advertise research opportunities to medical students will be assessed by the DME Evaluation Committee ('the Committee'). In making a decision on an appropriate approach to recruiting medical students the Evaluation Committee takes the following issues into consideration:

- The Committee prioritises applications from staff and students of the DME, and associated departments involved in the delivery of the MD.
- The proposed research must be of high standard, with a sound research design and methodology, addressing an important research issue, with high potential for publication, and with direct relevance and/or benefit to the medical student body.

The Evaluation Committee will make a decision on the proposed recruitment strategy based on an assessment of these criteria. Based on the Committee's evaluation a number of possible options for advertising research to students may be recommended. These approaches include:

- As an announcement on MD Connect that is also delivered by email to all students (or to subgroups of students)
- As a personal approach to students in a public forum (e.g. lecture)
- As an announcement on MD Connect that is not delivered as an email to all students
- On bulletin boards in the Medical Building
- As an announcement in Staff News

Students should note that other methods such as advertising on social media, through MD student Facebook groups and to personal student contacts within the MD are not recommended by the Committee.

Researchers approved by the Committee to approach medical students via one of the methods outlined above will be required to report back to the Committee on the number of participants obtained (in relation to the number sought).

## PROCEDURE

### *Submission of requests with/without ethics approval:*

- Applications involving medical students that are submitted for ethics approval to the DME Human Ethics Advisory Group will be referred to the Evaluation Committee for consideration by the Executive Officer of the Ethics Committee.
- Applications with an approval from another university ethics committee should be submitted with appropriate documentation (research proposal/ethics application, relevant instruments) via email to the address below.
- Applications that do not require ethics approval should be submitted via [md-enquiries@unimelb.edu.au](mailto:md-enquiries@unimelb.edu.au) to the attention of The Chair of the Evaluation Committee.

The Executive Officer of the MD Evaluation Committee will confirm receipt of the application, and the date upon which it is to be considered by the Committee, via email.

### *Notification of outcomes:*

The outcome of the application will be communicated to the researcher, via email, within 7 days of the relevant Committee meeting taking place.