Accessing Patron Data: Application to data acceptance

13 June 2020

**Lead researcher** agrees to initial quote and proceeds to full application by submitting completed:
1. Patron Data Access Application
2. Data Risk & Management Plan
3. Compliance training module

**PMG Application completed appropriately?**

**DGC Application approved?**

**Key**
- **PMG** = Patron Management Group, Department of General Practice
- **UoM** = University of Melbourne
- **DGC** = Independent Data Governance Committee
- **Researchers** (internal or external to UoM)
- **Human Research Ethics Committee (NHMRC approved)**.

**Timing from request to deployment of data varies depending on project. Data Governance Committee meets quarterly.**

Both discretionary change requests allowed in first month of receipt of data. Some change requests, particularly if occurring after the first month, may incur fees, and may require reassessment by the Data Governance Committee.

**Data Recipients** must only be used as per the terms of the Data Access Agreement or MOU.

**Data Recipients** provide UoM with annual report, lay summary of findings, and Data Scripts as agreed.

**Researchers**
- Submit change request

**Change required?**
- Yes
- No

**Client Acceptance Test**

**Data accepted by Data Recipients**
- Recipient returns Data Delivery Receipt to Patron Management within one month (see legal agreement)
- **Data Recipients provide UoM with annual report, lay summary of findings, and Data Scripts as agreed**

**Client Data Requirement Specification**

**Data Extract Technical Implementation**

**Patron data deployed to researchers via SUFEX**

**Researcher**
- Submit change request

**Contractual Project Plan**
- established with researchers

**Compliance Training**
- All researchers accessing data complete compulsory training module

**PMG Application completed appropriately?**
- Yes
- No

**DGC Application approved?**
- Yes
- No

**Ethics Committee approval**
- Yes
- No

**Ethics Application underway?**
- Yes
- No

**PMG** Application completed appropriately?
- Yes
- No

**Feedback to researchers** (Invitation to amend application)

**Internal: Phase 1 process**

**Assessment of feasibility & cost**
- Feasible?
  - Yes
  - No

**Internal: See amendment process flowchart**

**UoM researchers sign Memorandum of Understanding (MOU)**

**Data Access Agreement**
- (i.e legal contract for external researchers)

**Contractual Project Plan**
- (established with researchers)

**Compliance Training**
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**Researchers**
- (1) Contact PMG to discuss proposal.
- (2) Submit Patron Data Access Application with minimum ‘essential’ (green highlighted) fields completed

**Feedback to researchers** (Invitation to amend application)

**Internal: Phase 2 process**

**PMG Application completed appropriately?**
- Yes
- No

**DGC Application approved?**
- Yes
- No

**Ethics Committee approval**
- Yes
- No

**Ethics Application underway?**
- Yes
- No

**PMG** Application completed appropriately?
- Yes
- No

**Internal: See amendment process flowchart**

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