

## **Part C – Departments & Services**

- A.** This is where you will add the Medical Lead, Head of Department and any Supporting Departments for declarations/approvals.
- B.** You will need to add the Medical Lead first
- i. Select the drop down list and click on the appropriate Medical Lead for your stream. Medical Leads are named in the following naming convention:
    - RAH: Surgery 2: Medical
    - RAH: Surgery 2: Allied Health
    - RAH: Surgery 2: Nursing
  - ii. This will then pre-fill the name and email address of the Medical Lead.
  - iii. You will then need to fill in sections C4&5
  - iv. In section C5: select “Lead” for the Medical/Allied Health/Nursing Lead
    1. Proceed to add the Head of Department
      - a. Press the “+” button to add another department
      - b. Select the drop down list and click on the appropriate Head of Department for your stream. The naming conventions for Head of Departments are as follows:
        - RAH: Surgery 2: Ophthalmology
        - RAH: Surgery 2: Vascular Surgery
        - RAH: Surgery 2: Urology
    2. **Please Note:** the details of the Heads of Department were not migrated into the system as they are constantly being updated. Therefore you will need to provide the Head of Department with the declaration form and gain their approval via email or signature, then upload to the clinical trial share drive along with all other supporting documentation
    3. Then fill in section C4&5
    4. In section C5: select “Supporting” for the specific department the study will be run in.
  - v. Add any other Supporting Departments the same way as the Head of Department – but gain their approval outside of the system

# CALHN Research Services Research GEMS Guidelines SSA Application – Part C: Department & Services



Research GEMS Decisions Projects Profile Help Sign out

**Part B: Site Team** ✔  
 Site project team members details  
 (1) Jan-Louise Durand, Associate Investigator

**Part C: Departments and Services**

Part D: Recruitment, Records, Tissue and Data

Part E: Site Costing and Funding

Part F: Attachments – Site Specific Documents

Part G: Declaration

In this section, please specify all departments/locations involved in the research at this site where resource/s (staff, service/s and/or investigations) will be used – a department head will need to be identified against each nominated department.  
 Please note: the 'Head of Department' for any SA Health staff undertaking roles of either PI or back-up PI (an Associate Investigator) for this project at this site must be listed in this section.

In this section, please specify all departments/locations/divisions/units where resource/s (staff, service/s and/or investigations) will be used. Please note the 'Head of Department' terminology is synonymous with 'Divisional Director', 'Head of Unit' or 'Medical Lead' depending on the Local Health Network. If you are unsure which department heads you need to approach – please discuss with your research office before completing this application. If you are accessing pharmacy services, please ensure you include pharmacy department approvals.

A pre-populated declaration of support for each nominated department head (including a complete copy of this SSA and its attachments) will be generated on completion of this SSA utilising the information in this section. Each Head will be notified by email of the need for them to respond to the support request you submit.  
 Therefore, it is also important that you have approached the department head before completing this application to discuss the project and what it is you are requesting them to support. Depending on the project, this may include but is not limited to: allocation of staff time; use of facilities and/or equipment and/or access to data/records. While some projects may be funded to support their activities, others may require in-kind support.

If you are unsure which department heads you need to approach – please discuss with your research office before completing this application.

C1. Department \*  
 No department head can be found for the selected department.

C2. Department Head Name

C4. Please state the resources (e.g. staff, service/s, investigations etc) you require this department to provide: \*

C5: Please specify if this is the lead department or supporting department? \*  
 Lead

vi. Naming conventions can be seen here:

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If you are unsure which department heads you need to approach – please discuss with your research office before completing this application.

C1. Department \*  
 RAH: Acute and Urgent Care: Geriatrics  
 Glenside: Mental Health: Inpatient Mental Health  
 Hampstead: Neuroscience & Rehabilitation: General Rehabilitation  
 Hampstead: Neuroscience & Rehabilitation: SA Brain Injury Rehabilitation Service  
 Hampstead: Neuroscience & Rehabilitation: SA Spinal Cord Injury Services  
 RAH: Mental Health: Allied Health  
 RAH: Acute & Urgent Care: Allied Health  
 RAH: Acute & Urgent Care: Medical  
 RAH: Acute & Urgent Care: Nursing  
 RAH: Acute and Urgent Care: Acute Assessment Unit(s)  
 RAH: Acute and Urgent Care: Burns Service  
 RAH: Acute and Urgent Care: Emergency Department  
 RAH: Acute and Urgent Care: General Medicine  
 RAH: Acute and Urgent Care: Geriatrics  
 RAH: Acute and Urgent Care: Patient Flow & RAH/TQEH Afterhours  
 RAH: Acute and Urgent Care: Trauma Service  
 RAH: Cancer: Adolescents & Young Adults  
 RAH: Cancer: Allied Health  
 RAH: Cancer: Haematology  
 RAH: Cancer: Medical

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# CALHN Research Services Research GEMS Guidelines SSA Application – Part C: Department & Services



It should look like this once you have finished adding in your departments:

Example: Medical Oncology

Research GEMS

Investigator  
(3) Ayesha Salim, Associate Investigator

Part C: Departments and Services

Part D: Recruitment, Records, Tissue and Data ✓  
Part E: Site Costing and Funding ✓  
Part F: Attachments – Site Specific Documents ✓  
Part G: Declaration

Therefore, it is also important that you have approached the department head before completing this application to discuss the project and what it is you are requesting them to support. Depending on the project, this may include but is not limited to: allocation of staff time; use of facilities and/or equipment and/or access to data/records. While some projects may be funded to support their activities, others may require in-kind support.

If you are unsure which department heads you need to approach – please discuss with your research office before completing this application.

C1. Department \*  
RAH: Cancer: Medical

C2. Department Head Name  
Professor Timothy Price

C3. Department head email address \*  
Timothy.Price@sa.gov.au

C4. Please state the resources (e.g. staff, service/s, investigations etc) you require this department to provide: ⓘ

C5: Please specify if this is the lead department or supporting department? \*  
Lead

C1. Department \*  
RAH: Cancer: Medical Oncology

No department head can be found for the selected department.

C2. Department Head Name

C4. Please state the resources (e.g. staff, service/s, investigations etc) you require this department to provide: ⓘ

C5: Please specify if this is the lead department or supporting department? \*  
Supporting

Medical Lead is pre-filled and sent to them via GEMS, fill out as follows:  
C1. Site: Stream: Medical  
C5. Lead (for Medical Lead)

Department is located here, this is just for reporting purposes, please fill out as follows:  
C1. Site: Stream: Department  
C5. Supporting (As you can only have 1 Lead and that is for the Medical Lead)

Next