



Western Health

**Western Health
Research & Clinical Trial Contingency Plan Update for COVID-19**

Date: 07 December 2020

Site Initiation Visits (SIVs) and Monitoring

As we are experiencing zero number of COVID cases in Victoria for some time, onsite monitoring is now permissible based on adherence to the Contractor QRG as per link below:
<https://coronavirus.wh.org.au/wp-content/uploads/2020/12/Visitation-Guidance-Factsheet-for-Contractors-Visiting-Western-Health-V6-07.12.2020.pdf>

Please ensure adherence to this guideline for any contractors coming onsite to conduct monitoring or SIVs. All monitors must complete a Pre-visit screening form a day before they attend on WH sites.

Recruiting patients into trials

Please use the below screening tool for all outpatients including research participants:
<https://coronavirus.wh.org.au/wp-content/uploads/2020/10/COVID-19-Outpatient-and-Home-Visit-Screening-Tool-10.10.2020.pdf>

Record keeping

Study teams are to maintain the following information within their files:

- Number of participants/monitors scheduled per day
- Times of each appointment
- Facilities accessed during their visit/attendance
- Screening tools for external participants & monitors

COVID-19 Safe Plan

It is also now a requirement that businesses have a COVID Safe Plan to ensure they have COVID Safe practices. If people are employed by other organisations but working on a WH site, we need to ensure that their organisation has appropriate measures in place with regard to their staff, such as staff attestations, staff attendance logs etc, COVID safe work practices. There is guidance about who and who doesn't need to have a COVID Safe plan available on the Business Victoria Website.

The WH COVID Safe Plan can be found here as an example:

<https://coronavirus.wh.org.au/important-resources-links/articles-from-credible-experts/>

Research COVID-19 updates

All research team members must familiarise themselves with the WH COVID-19 contingencies for research, see our webpage for information:

<http://www.westernhealth.org.au/EducationandResearch/Research/Covid19ResearchUpdates/Pages/COVID19%20Research%20Updates.aspx>

If you have any queries, please do not hesitate to contact me or any member of the Office for Research Team.

We thank you for your support of the Western Health contingency plan.

Yours sincerely,

Bill Karanatsios
Research Program Director
Western Health
research@wh.org.au