

ECU HEALTH CENTRES: CLINIC SPACE AND RESEARCH GUIDELINES

The [ECU Health Centres](#) at Wanneroo and Yanchep are state-of-the-art primary healthcare facilities offering a 'one-stop shop' for patients and families. The ECU Health Centres provide a range of multidisciplinary health services and programs to build the health and wellbeing of the Yanchep and Wanneroo communities. The Centres incorporate clinical training and research, helping support the development of the future health workforce.

ECU has dedicated rooms in each facility for use by ECU staff. The ECU Clinic Spaces on Level 2 of each building are available to be booked by ECU users to provide clinical training, community-based services/programs, and research-related events.¹

ECU is committed to maximising usage of the available spaces and research activity at the Wanneroo and Yanchep Health Centres, to generate value in teaching, training, and research outcomes.

For one-off or ad hoc bookings (1-5 days), ECU staff can book rooms through ECUSIS Room Bookings in the Staff Portal. For longer-term room bookings involving clinical training or service/program delivery, ECU staff must complete the online [ECU Clinic Space and Research Application form](#).²

Rooms available for booking by ECU staff include:

- **Wanneroo:**
 - Group Room (dividable into two smaller rooms; Rms 217 & 218);
 - Consulting Rooms 1-6 (Rms 203-205, 207-209).
- **Yanchep:**
 - Consult Room 7 (Rm 214);
 - Large Group Room (Rm 209);
 - Group Counselling Room (Rm 203).

Group rooms in both locations have AV systems, all consult rooms include furniture and hand basins, and there is a shared kitchen at each Centre. Level 2 at ECU Health Centre Yanchep has a shared reception and waiting room with children's play area which can be used by ECU programs/services.

Applicants are encouraged to contact the ECU Health Centres [project team](#) in the School of Medical and Health Sciences to discuss their needs prior to booking rooms.

PRINCIPLES

The conduct of research, teaching and training, and programs/services at the ECU Health Centres is guided by the following principles:

1. Programs and services using the ECU spaces should meet one or more of the following principles:
 - a. Encourage and enhance interprofessional learning and teaching;
 - b. Increase clinical training opportunities;
 - c. Relate to research and/or teaching;
 - d. Increase collaboration with external partners;
 - e. Meet relevant accreditation standards for the relevant discipline.

¹ See *Appendix One: ECU Clinic Space Wanneroo floor plan* and *Appendix Two: ECU Clinic Space Yanchep floor plan*.

² The ECU [Psychological Services Centre](#) (PSC) and [ECU Counselling Service](#), both operated by the School of Arts and Humanities, are priority users of the Clinic Spaces due to their high level of community service and engagement.

2. Research conducted at the ECU Health Centres should:
 - a. Be as collaborative as possible;
 - b. Improve patient care and translate into improved healthcare practice;
 - c. Understand and promote patient-centred care;
 - d. Improve the sustainability of the primary care workforce; and/or,
 - e. Encourage health consumer and community involvement and engagement.
3. Research, teaching, and services should be aligned with ECU's [Strategic Plan](#) and [Supporting Plans](#), and must be compliant with relevant ECU policies and by-laws.³
4. The ECU spaces can be used to provide health and health-related services to clients to support ECU research and/or clinical training opportunities. Services may be led by external organisations working in partnership with ECU Schools/Centres.
5. Applications from external researchers to conduct research at the Centres and/or access the ECU Health Centre [Research Register](#) may be considered on a case-by-case basis. Principles related to reciprocity and collaboration in research conduct and outcomes will be considered in assessing external applications.
6. The ECU organisational unit conducting the program, service, or research project is responsible for:
 - a. Clinical governance and business continuity planning;
 - b. Operational requirements including computer hardware and software and specialised equipment;
 - c. Marketing and promotional materials;
 - d. Administrative and operational support.
7. Prior to being undertaken, research projects must have:
 - a. ECU Human Research Ethics Committee (or equivalent) approval, including approval for recruiting participants through the Research Register;
 - b. Relevant contracts in place and approved through Research Services for research projects which involve external parties.
8. Approved programs and services which are experiencing difficulties implementing the approved program or service *within the approved period of use* should contact the ECU Health Centres [project team](#) for assistance and advice. There is a grace period of 6 months from the nominated start date for commencement of operations in the Clinic Spaces. The ECU Health Centre project team will contact users to obtain details relating to service provision and support with promotion. If the reserved Clinic Space is not utilised within 6 months, the applicant will be required to provide a short progress report including a rationale for the delay in commencement. The Teaching, Training, and Clinical Governance Advisory Committee (TTCG AG) will review the progress report and advise the applicant if an extension of Clinic Space approval can be granted.
9. Programs and services delivered at the ECU spaces must meet work health and safety standards, and comply with ECU's health and safety policies. Evidence should be provided in applications which confirms ECU's professional indemnity insurance will cover the proposed activity/ies.⁴
10. Programs which incorporate service delivery and/or direct client contact must ensure that they have Enterprise and Hazard Risk Registers in [RiskWare](#), or the relevant School/Centre risk registers have been updated to include strategic/operational and WHS risks *prior to* commencing services at the ECU Health Centre.
11. Allocated spaces are not automatically retained by the ECU unit at the conclusion of the nominated period. However, applications to extend the period of usage will be considered.

³ Available through the ECU [Legislation and Policy Search Directory](#).

⁴ Research projects which have ECU or reciprocal ethics approval are required to complete Risk Registers as part of the ethics application process.

12. Prior approval by Digital and Campus Services is required for minor physical modifications to the ECU spaces in both buildings. Applications for major modifications are required to be submitted to and approved by the ECU Health Centre Committee, with costs covered by the relevant ECU unit.

RESEARCH – PARTICIPANT RECRUITMENT

There are several options for recruiting research participants at the ECU Health Centres:

- The ECU Health Centre [Research Register](#) is an online database of people who have consented to receive information about ECU research projects which match their areas of interest in health. The Research Register is particularly suited for research in public and primary health, chronic disease management, mental health, social justice, aged care, nursing, social work, and allied health.
- The ECU [Psychological Services Centre](#) maintains a database of clients who have consented to be contacted about relevant research projects. Researchers who wish to use this for participant recruitment need to contact the PSC [Director](#) before submitting an application. If approved, PSC staff will assist with distributing emails.
- Distributing hard copy material which includes information on the research project and contact details for project staff. Hard copy material should specify the start and end date of the recruitment period.
- Details of participant recruitment methodology/ies is required to be included in research applications.
- Patient records cannot be accessed by non-clinicians for the purpose of targeted participant recruitment.

APPLICATIONS

- For bookings longer than five days involving clinical training or service/program delivery, ECU staff must complete the online [ECU Clinic Space and Research Application form](#).
- To complete submission, applicants must attach evidence that the relevant Executive Dean or Research Institute/Centre Director has endorsed the application. Copies of emails or other written endorsement are sufficient.
- **FOR SCHOOL OF MEDICAL AND HEALTH SCIENCES APPLICANTS ONLY:**
 - For non-research programs and services, approval should be from the relevant Associate Dean (Discipline);
 - For research projects, approval should be from the Associate Dean (Research), or Director of the relevant Research Institute/Centre.
- Research and Clinic Space applications are reviewed and approved by the ECU Health Centre Committee Executive.⁵
- An acknowledgement email will be sent to the applicant when approval is completed.

REPORTING

- *For room usage:* Short reports are required on an annual basis or at the end of the period of use, whichever comes first. Reports should include:
 - Details of how the program/s achieved objectives;
 - Details of any clinical training provided (numbers of students, clinical placement hours, numbers of clients, professional development and/or training for clinical supervisors); and
 - Overall outcomes of the program.

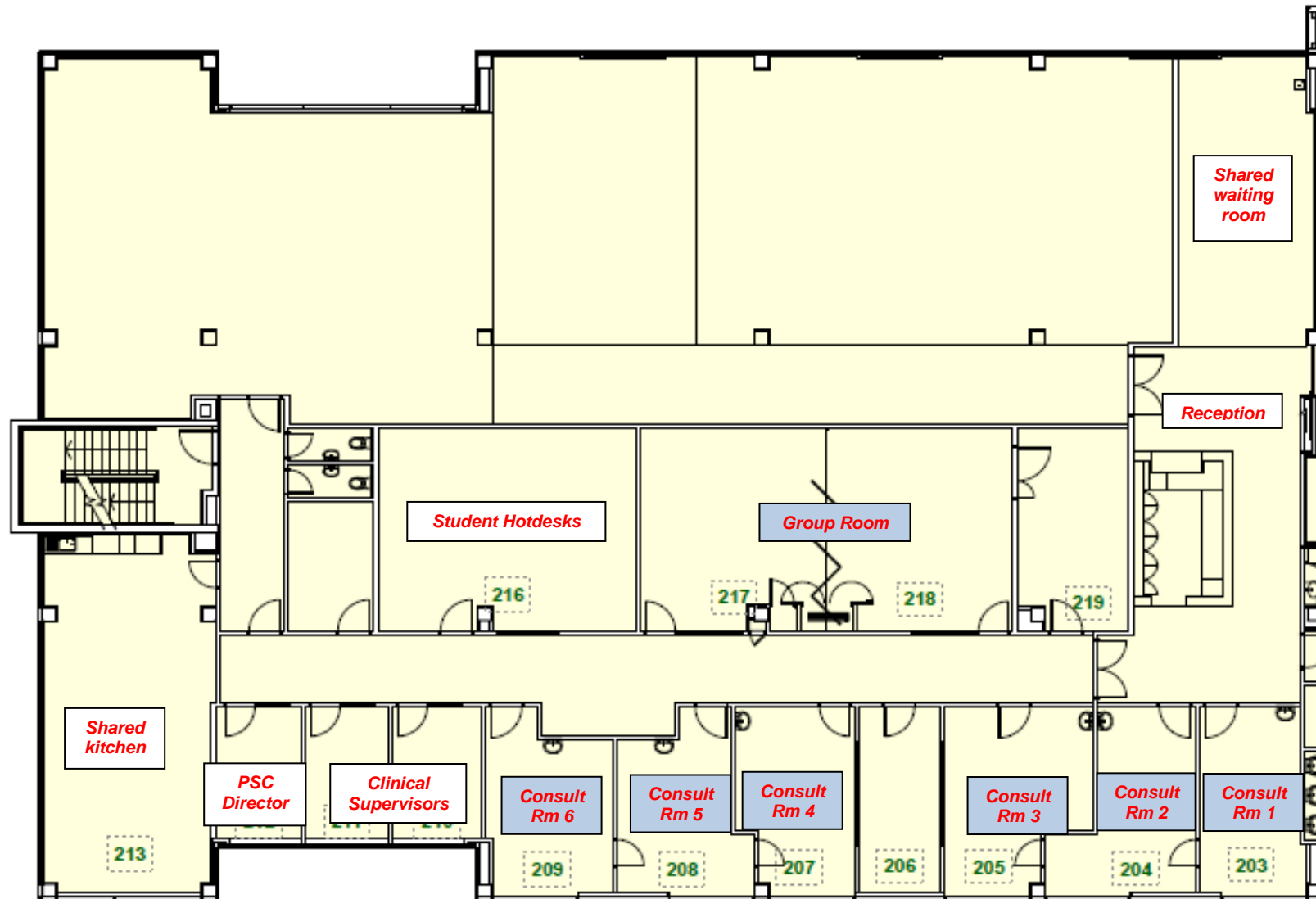
⁵ Professor Moira Sim, Executive Dean, School of Medical and Health Sciences, is Chair of the ECU Health Centre Committee and Executive.

- *For research projects:* Applicants will need to provide brief updates (1 paragraph max) on the research project for triannual TTCG AG meetings, *AND* a short report (1 page max) on the overall research outcomes at the end of the project period. The report should:
 - Describe progress to date;
 - Describe any adverse events; and
 - State any outcomes achieved.
- To reduce paperwork and workload, any milestone or ethics reports for the research project may be substituted for annual reports.

Please allow two weeks for the processing of applications.

Contact	<ul style="list-style-type: none">• Professor Moira Sim, Executive Dean, School of Medical and Health Sciences, and Chair, ECU Health Centre Committee• Jess McGlone, Project Officer, ECU Health Centre Wanneroo, School of Medical and Health Sciences• Danielle Brown, Project Coordinator, ECU Health Centre Yanchep, School of Medical and Health Sciences
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Appendix One: ECU Clinic Space Wanneroo, floor plan⁶



⁶ Rooms shaded in blue are bookable rooms.

Appendix Two: ECU Clinic Space Yanchep, floor plan

