



Approval Date: 5 June 2018

CALHN Reference number: R20180526
please quote this number in all future correspondence

Central Adelaide Local Health Network
Human Research Ethics Committee
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Dear Dr Yeo,

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Project Title: ICU Bereavement Follow-up Project

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RE: Quality Assurance EXEMPTION LETTER

Thank you for submitting the above project for ethical review. This project was considered under the expedited approval process of the Central Adelaide Local Health Network Human Research Ethics Committee (CALHN HREC) and deemed to be a quality assurance study according to the requirements of the National Statement on Ethical Conduct in Human Research.

As such it is **exempt from formal ethical review**. The following documents were reviewed:

- **Protocol, version 2, dated 31 May 2018**
- **Cover Letter, dated 14 May 2018**
- **LNR Ethics and Governance Application form, dated 14 May 2018**
- **Conversation Plan, version 1, dated 8 May 2018**

GENERAL TERMS AND CONDITIONS OF EXEMPTION FOR QA STUDIES:

- Adequate record-keeping and data security is important. The duration of record retention for all clinical research data is 5 years.
- Confidentiality is important. The data collected should as much as possible protect the identity of individuals. Where this is not possible, a separate file of subject identifiers should be maintained such that clinical information is kept separately from subject identifiers.
- You must notify the CALHN HREC of any changes which might warrant review of the approval.
- Approval is ongoing. Annual or final reports are **not** required.
- The CALHN HREC must be advised within 30 days of completion so that the file can be closed.

Should you have any queries about the HREC's consideration of your project, please contact the CALHN HREC Executive Officer on 08 7117 2229, or Health.CALHNResearchEthics@sa.gov.au.

The CALHN HREC is constituted in accordance with the NHMRC *National Statement on the Ethical Conduct of Human Research (2007)* incorporating all updates.

The CALHN HREC wishes you every success in your research.

Yours sincerely,

Ian Tindall
CHAIR
CALHN HUMAN RESEARCH ETHICS COMMITTEE
5 June 2018