Access Request Decision Tree

Access Request or SSA

Is participant recruitment at the site achieved through a passive approach only (posters, leaflets, handouts, or letter of invitation) and there is no direct contact with potential participants or enrolment occurring at the site?

- **N/A** - There is no participant recruitment.
- **Yes** - Where the participant recruitment is passive only an Access Request is suitable.
- **No** - Where any research activity such as direct participant recruitment is occurring on the site, a site specific assessment will need to be submitted.

OR

Is the study a distribution of a survey or questionnaire through staff of the of the site OR will be distributed directly to NSW Health staff as the participants at the site and there is no need for a local staff member to collate, collect or analyse the responses?

- **N/A** - This study is not a distribution of a survey or questionnaire.
- **Yes** - where a survey is to be distributed by local staff only OR distributed directly to staff as the participant but there is no local activity beyond this an Access Request is suitable.
- **No** - where any research activity such as collation or analysis of surveys is occurring at the site, a site specific assessment will need to be submitted.

OR

Is the only activity of the site access to data or tissue held at the Public Health Organisation but not processing or analysis at that Public Health Organisation.

- **N/A** - This study is not for site access to data or tissue.
- **Yes** - Where the activity is access only to data or tissue with no processing or analysis on site an Access Request is suitable.
- **No** - Where any research activity such as processing or analysis of data or tissue is occurring at the site, a site specific assessment will need to be submitted.

Where a study involves more than one of the above activities then Yes must be met for each activity for an Access Request to be suitable.