FORM 4:

Procedure for SA Health Employees to Submit Questions to Health Monitor

Population Survey Services provided by the Population Research and Outcome Studies (PROS), University of Adelaide on behalf of SA Health
1. Introduction

This document outlines the procedure to be undertaken when the South Australian Department for Health and Ageing (SA Health) would like to submit questions into the Health Monitor (HM) Survey. Population Research and Outcome Studies (PROS) are able to be contracted to undertake services on behalf of SA Health, without entering into a formal tender process, under the arrangement made between SA Health and the University of Adelaide.

HM is a “user-pays” Computer Assisted Telephone Interview (CATI) survey system which is administered by PROS and has been in operation since 1999. Organisation can purchase survey questions that have direct relevance to their information requirements. Detailed information relating to HM (including information on timing, methodology, output, appropriate costing per questions) can be found in the Health Monitor Prospectus (http://health.adelaide.edu.au/pros/data/hm/).

2. Application & Approval Process

1. Initial Consultation

1.1. SA Health Staff interested in submitting an application for questions to be added to HM are encouraged to confer with a PROS representative prior to submitting an application. Enquiries can be directed to:

Simon Fullerton
Email: Simon.Fullerton@adelaide.edu.au
Phone: 08 8313 1199

1.2. PROS will assess the rationale, feasibility, appropriateness and cost implications of the request from a methodological perspective and provide this feedback directly to the requesting Staff member. This may be an iterative process.

1.3. Any advisory work provided by PROS in relation to assisting the SA Health Staff member to formulate questions will be counted as Ad-Hoc Requests and will be deducted from SA Health’s yearly Ad-Hoc Requests quota. PROS will notify SA Health of the number of Ad-Hoc hours expended by providing this work at the conclusion of the work as detailed in section 2.4.3 of this document.

2. Formal Request and Quote

2.1. The inclusion of any new questions in a HM survey will have cost implications. PROS will publish on their website a prospectus for HM specifying the price per question and relevant information about the methodologies used by PROS for conducting surveys and data analysis.
2.2. Once the details of the requests have been finalised, a formal request for new questions for HM must be submitted in writing (email is acceptable) to Simon.Fullerton@adelaide.edu.au or pros@adelaide.edu.au.

2.3. PROS will provide the SA Health Staff member and the Minister’s Nominated Representative immediately (email is acceptable) with the information required as per the agreement. The current Nominated Representative is:

Heather Petty  
Principal Project Officer (Research Strategy and Funding)  
Office for Research Development  
System Performance Division  
SA Health  
Email: heather.petty@health.sa.gov.au  
Phone: (08) 8226 6053

2.4. PROS will specify the following information to the SA Health Staff member and the Minister’s Nominated Representative:

2.4.1. The name of the requesting SA Health Staff member and the requesting agency (i.e. Department or Local Health Network),

2.4.2. Number of new questions requested, price per question and total price for the inclusion of the question in HM expressed in GST exclusive and GST inclusive terms; and

2.4.3. Numbers of ad-hoc hours (if any) expended by PROS providing the as described in section 1.3 of this document

2.5. The SA Health staff member “Requesting Officer” will provide written confirmation (email is acceptable) of acceptance of the quote and approval of the work to be conducted by PROS. The Requesting Officer will have internal approval prior to confirming the acceptance of the quote. The Minister’s Nominated Representative will be copied into the communication to ARI.

2.6. The written acceptance as detailed in 2.5 will provide PROS with the authority to carry out the piece of work as detailed in the communication (i.e. quote). No additional agreement will be required.

3. Payment

3.1. Upon completion of the work a Tax Invoice will be generated and sent the requesting SA Health Staff member and the requesting agency.
3.2. Adelaide Research & Innovation (ARI) manages the University of Adelaide’s commercial and consultancy partnerships and will be responsible for invoicing and payment. For enquires regarding this contact:

   Meagan Mercurio  
   Commercial Development Manager  
   meagan.mercurio@adelaide.edu.au  
   Phone: 08 8303 5020  
   PO Box 149, Rundle Mall SA 5000