

HOW TO SET UP YOUR SITE IN 3 STEPS

STEP 1 Add site as amendment to our national ethics approval	TIMELINE: LATE JANUARY Please send below information to tasmananz@gmail.com We will inform you when your site has been approved
STEP 2 Achieve Site Specific Approval (SSA)	TIMELINE: EARLY FEBRUARY Liaise with your hospital ethics department to gain SSA
STEP 3 Recruit and register your Mini-teams	TIMELINE: LATE FEBRUARY Recruit local students/ doctors at your site to participate Register these mini-teams using the EuroSurg REDcap form to gain REDcap logins and access. Contact apollo.eurosurg@gmail.com if you have not received a log in.

If you are up to **step 1**: Add site as amendment to our national ethics approval.

1. Identify a PI for your site which must be a supervising consultant for ethics purposes.
2. For this PI, please complete the following table and send to tasmananz@gmail.com

Study	APOLLO
Project Site	
Project State	
<i>For NSW sites – specify LHD/ centre</i>	
<i>Is the site a Public Health Organisation or Private Hospital?</i>	
PI name	
PI email address (must be linked to REGIS account if NSW or ACT site)	
PI Contact phone (mobile preferred)	
PI Position	
PI Department	
PI Employer	
<i>For NSW/ ACT sites - Is the PI an employee of NSW Health?</i>	
Describe the research activities this person (PI) will be responsible for at this site	
Describe the person's (PIs) relevant expertise relevant to this research activity they will undertake at this site	
Is the PI a student at this site?	
Do any members of the research team (including persons not listed in this application), have any financial or non-financial interests related to this research?	
Attach a copy of the PI's CV to be uploaded into REGIS (a summarised version is fine)	

*If you are up to **step 2**: Achieve Site Specific Approval (SSA)*

- Look into local processes at your hospital to gain ethics approval
- Please find the ethics approval letter, most current amendment letter, and **protocol approved by the HNE HREC** on the ASSA Apollo Study Hub. Please note an Australian specific 'Appendix G'.
- Let us know if your site requires any further documents.

*If you are up to **step 3**: Recruit and register your Mini-team*

- Promote involvement with your local medical students and junior doctors via:
 - o HMO/RMO societies
 - o Medical school facebook pages
 - o Posters in student common areas
 - o Posting in newsletters
 - o Email promotion
- Register your mini-teams on the EuroSurg REDCap form (you should have received information about this from EuroSurg).
- Contact apollo.eurosurg@gmail.com if you have not yet received a REDCap log in.