Welcome to the Sandpit…

Part 1

6 February 2018

REGIS
Research Ethics Governance Information System

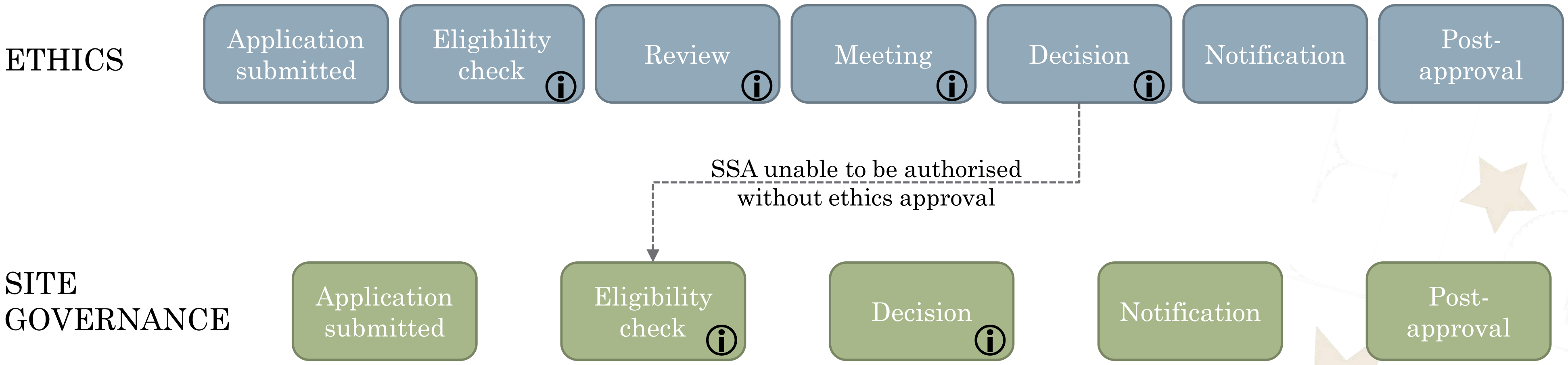
NSW GOVERNMENT | Health

Before we go further – how does REGIS work?

- To best understand why REGIS does what it does, where you need to do it and how do you find it, you need to understand a few basic concepts that REGIS is structured around.
- A project must exist within REGIS in order for ethics and/or site governance applications to be created - applications are ‘children’ to the project ‘parent’.
- ID codes in REGIS are generated utilising a 3 letter prefix to quickly distinguish projects, ethics and site governance applications - PID, ETH and STE respectively.
  - E.g. the dummy project in the Sandpit titled ‘dsffdsf’ has the unique ID 2018/PID00025, the associated HREA (same title) is 2018/ETH00009 and the associated SSA (same title with site named) is 2018/STE00008. *More on how to find a project and related applications later*

It’s just an example!
No doubt in the real-world if you received a project with this title you’d deem it ineligible and ask the applicant to review!

REGIS - basic workflow



- REGIS assumes most applications will generally follow one or other of the workflows above – the ⓘ representing possible request for further information from an applicant at any step prior to final decision and subsequent notification.

What can I see?

- Research Office staff in the Sandpit have 'Administrator' access
  - ✓You can see/manage all applications submitted to all HRECs/sites
  - ✓You can take on any role – applicant/researcher, CE/delegate, HREC member, external reviewer, EO, RGO

NOTE: in the live environment (production) you will be limited by your role and related HREC and/or Centre/sites

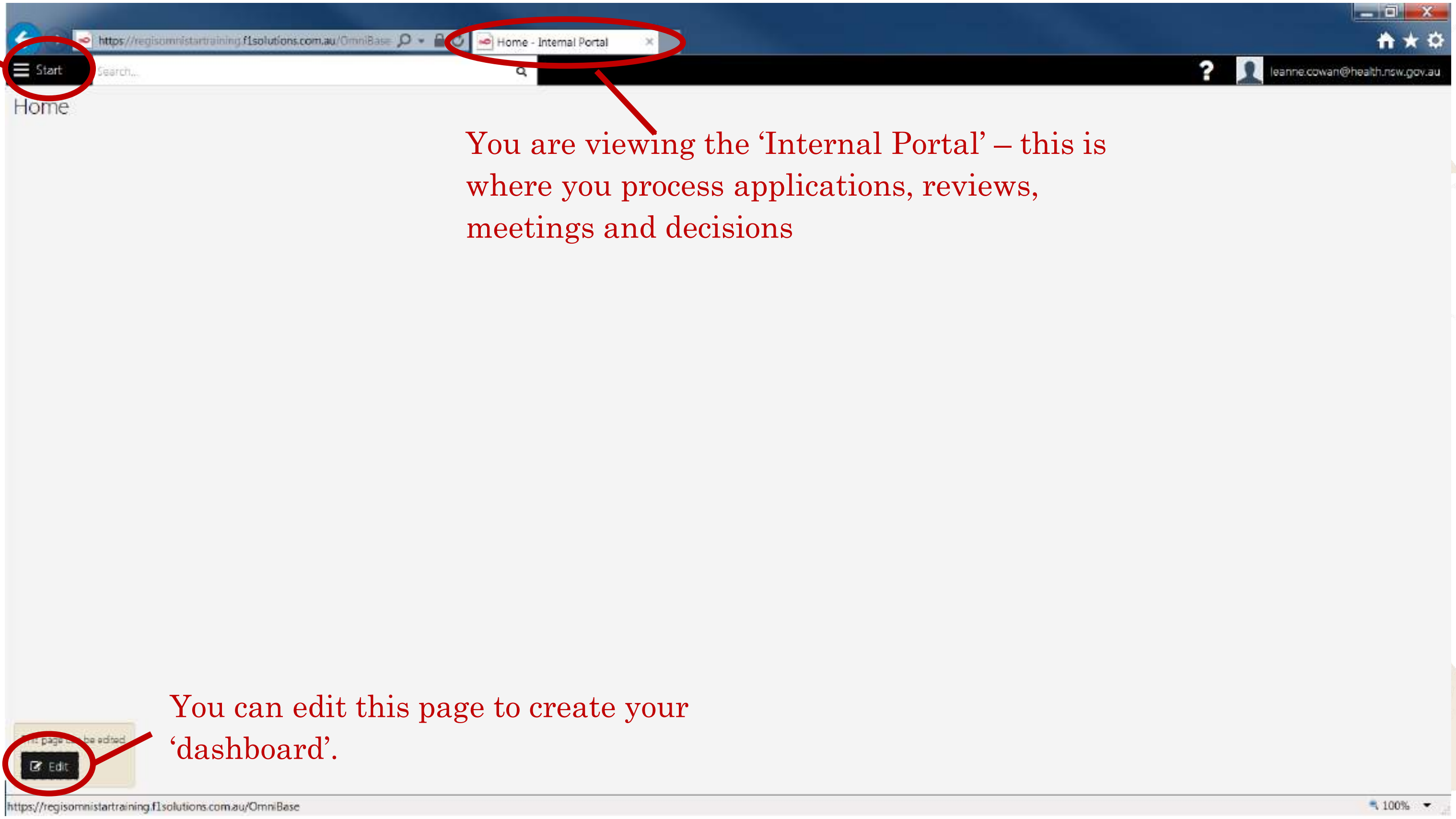
- When you log in the first time you will actually see…

My home page, and it's blank!

- There are a few things you should get familiar with in this view

Start menu – click on it to see the navigation tiles you will use to move around the system.

Click on the 'Home' tile to return to the page you were just viewing



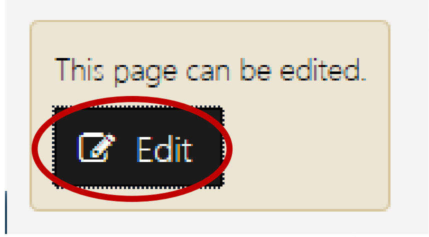
You are viewing the 'Internal Portal' – this is where you process applications, reviews, meetings and decisions

You can edit this page to create your 'dashboard'.

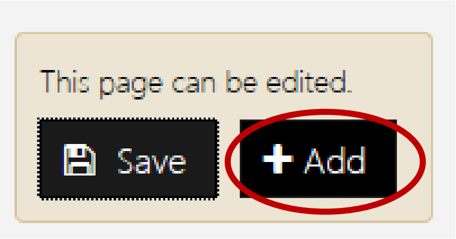
Set up home page dashboard – add a tile

- Let's add a dashboard tile that shows all new ethics applications waiting for Eligibility review:

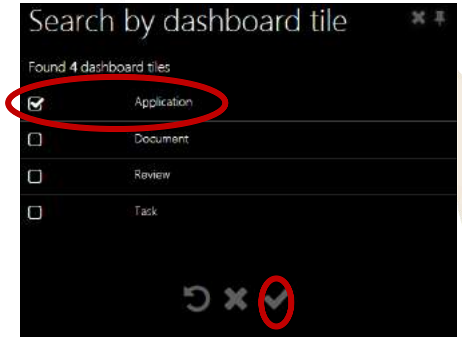
  - Click on 'edit' in the bottom left of your home page



  - Then, select '+Add'

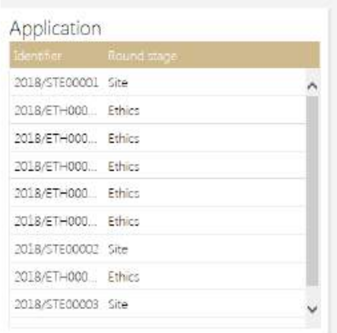


  - From the 'search by dashboard tile' menu that is now open on the right side of the page, select 'application' by clicking on the word or the check box to select - a tick will display in the check box once selected.



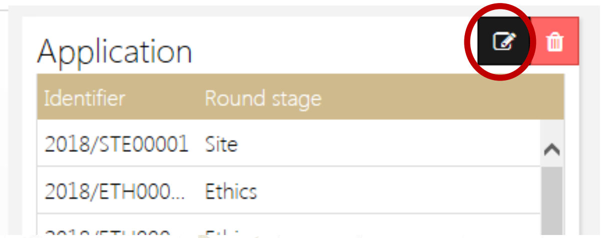
  - Three icons can be seen at the bottom of the menu – select the tick here to 'apply' the selection.

  - An application tile can now be seen on the screen

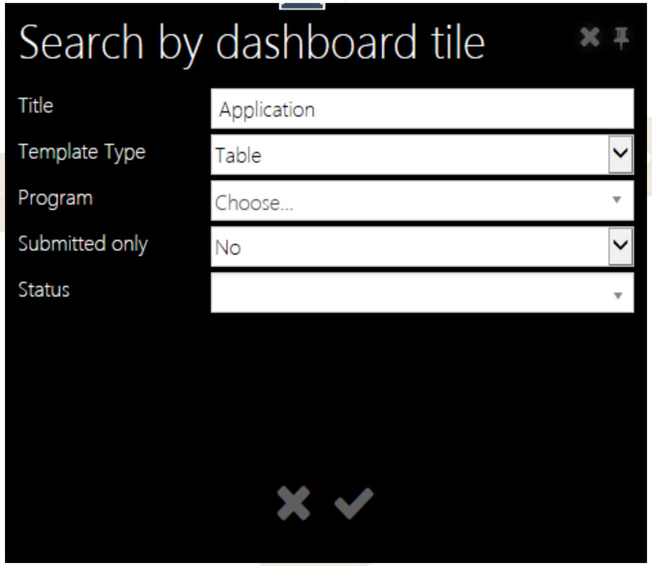


But we only wanted to see newly submitted ethics applications!!

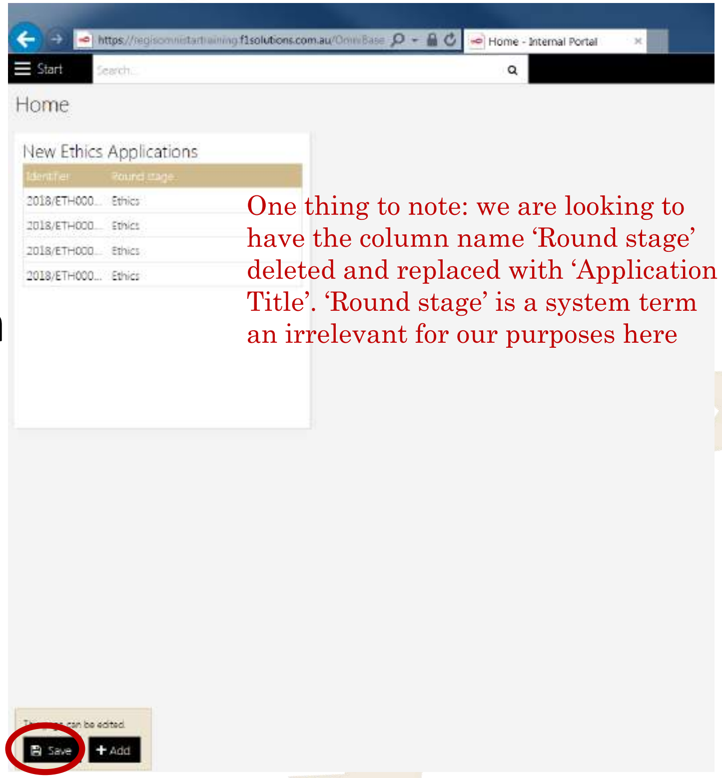
- Yep, we need to change the filter:
  - Use your mouse to hover the cursor over the tile – icons for edit and delete the tile appear in the top right-hand corner. *Select edit.*



  - In the 'Search by dashboard tile' menu now visible on the right-side of your screen:
    - Rename the title from 'Application' to 'New Ethics Applications' – just type over 'Application'
    - Leave the template type as 'table'
    - Choose 'ethics' from the program drop-down
    - Select 'yes' from the drop-down list for Submitted only, and
    - Select 'Submitted' from the Status list
    - Click on the 'apply' tick at the bottom of the menu



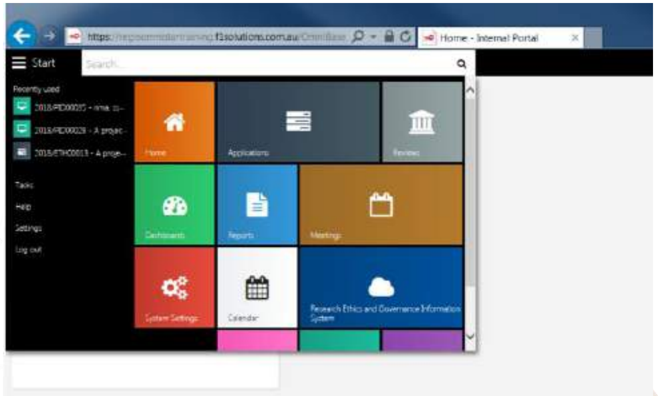
- So now you are only seeing in the list displayed, new ethics applications that are yet to be reviewed for eligibility.
- While you're here – try to add another one just for new SSA. Same steps as for the ethics tile, this time just select 'Site' from the Program filter in the 'Search by dashboard tile'
- Once you've added a couple of tiles, select the 'Save' option displayed on the bottom left of the screen.
- The dashboard view you've now created will display each time you come into the dashboard

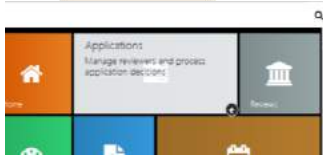


One thing to note: we are looking to have the column name 'Round stage' deleted and replaced with 'Application Title'. 'Round stage' is a system term an irrelevant for our purposes here

Start menu – what's with the tiles?

- When you click on the Start menu button, the full menu is displayed. Use the tiles to access various parts of the internal portal – remember the workflow mentioned in slide 3. Some of the terms might seem familiar.
- You can rearrange the tiles to suit you – you can also resize them to fit into the space a little easier.
  - To make a rectangle tile square, hover the mouse over the tile and a left facing arrow will appear in the bottom right of the tile. Click on the arrow and the shapes changes to a square.
  - Just drag and drop a tile to rearrange the order to suit





NOTE: In the live version of REGIS you may not see the 'system settings' or 'workflows' tiles – please do not make any changes in these locations unless advised by the REGIS team.

Now what?

- Go play – explore the system.
- Use the navigation tiles in the home menu to go to the various locations and then return to the home screen.
- If you happen to select the REGIS tile – a new tab will open and you will find yourself in the applicants view.

Will talk about this and more in the next instalment of 'Welcome to the Sandpit'.


QUESTIONS
e. regis@health.nsw.gov.au
w. regis.health.nsw.gov.au