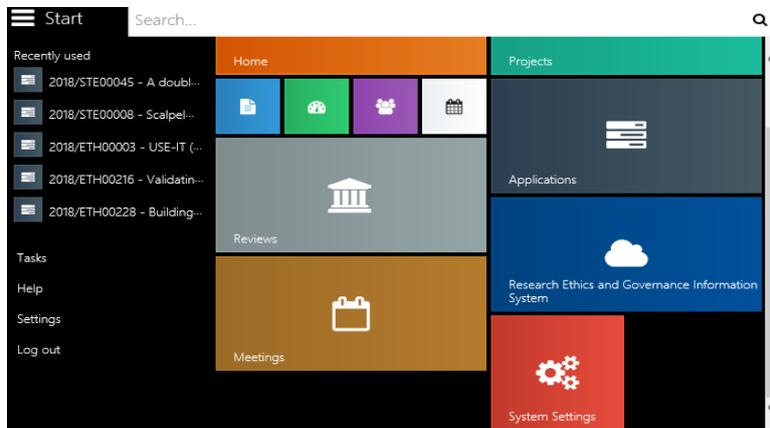
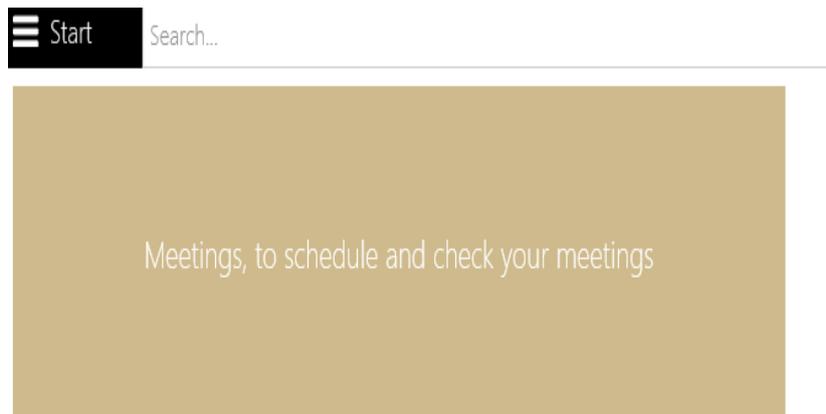


Creating a Meeting, Assigning Reviewers in REGIS

From your Start Page select the “Meetings Tile”



Click on “Meetings”



This will take you to the following screen where you can search for an existing meeting or create a new meeting.

To create a New Meeting

Click on the Meetings Hamburger

Meetings ≡

Click on “Create new meeting”

Meetings ≡ + Create new meeting

You will be taken to the following screen

New Meeting

Meeting details

Title			
Type	(None)		
Date	dd/mm/yyyy	at	
Submission Closing	dd/mm/yyyy	at	
Status	<input checked="" type="checkbox"/> Active		

- ATTENDEES
- APPLICATIONS

Attendees

No attendees have been assigned to this meeting.

Enter the meeting details

HNEHREC 20062018

Meeting details

Identifier	000162		
Completed	No		
Title	HNEHREC 20062018		
Type	HREC - Hunter New England HREC		
Date	20/06/2018	at	11:00 AM
Submission Closing	31/05/2018	at	05:00 PM
Status	<input checked="" type="checkbox"/> Active		

You now need to add your attendees.

To add Attendees

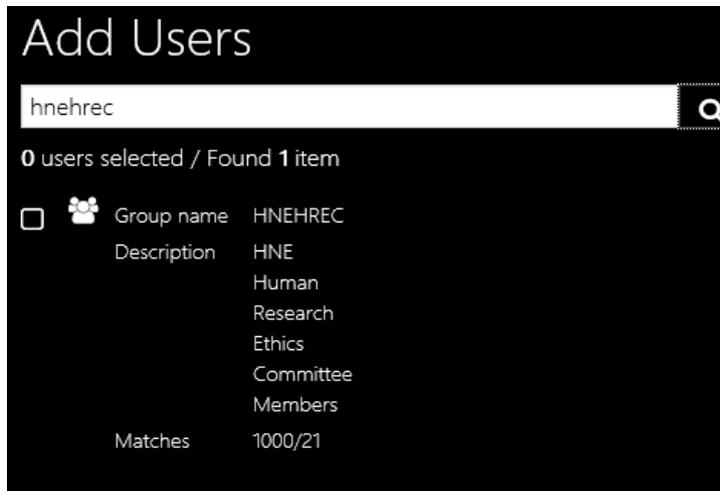
Click on the Attendees Hamburger

Attendees

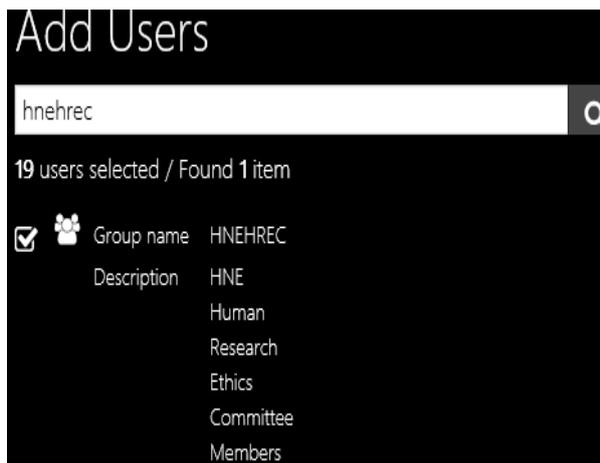
Click on Add Attendees

Attendees + Add attendee

The search pane will appear. (You can select each member individually or you can set up a Group Email for all the members of your committee so you can select them all in one step)



Place a tick in the box next to the Person or Group Name to select them



Click on the "Tick" at the bottom of the Search Pane to Apply



All committee members should appear

Start Search... ? raucce@rehab...

New Meeting

Meeting details

Title: HNEHREC 20062018
 Type: HREC - Hunter New England - HREC
 Date: 20/06/2018 at 11:00 AM
 Submission Closing: 31/05/2018 at 5:00 PM
 Status: Active

Attendees

ATTENDEES	Name	Email	Attendance
	Ashraf, Asma	asma.ashraf@calvarymater.org.au	Pending
APPLICATIONS	Begg, Phoebe	phoebe.begg@hnehealth.nsw.gov.au	Pending
	Boyle, Jackie	jackie.boyle@hnehealth.nsw.gov.au	Pending
MILESTONES	Byfieldt, Naomi	naomi.byfieldt@calvarymater.org.au	Pending
	Choi, Peter	peter.choi@hnehealth.nsw.gov.au	Pending
ASSIGNMENTS	Conlan, Mary	maryconlan29@gmail.com	Pending

Click "Save"



Click "Edit"



You can now indicate their attendance

By clicking on the you can indicate their attendance.

Attendees

Name	Email	Attendance
Ashraf, Asma	asma.ashraf@calvarymater.org.au	Attending
Begg, Phoebe	phoebe.begg@hnehealth.nsw.gov.au	Attending
Boyle, Jackie	jackie.boyle@hnehealth.nsw.gov.au	Attending
Byfieldt, Naomi	naomi.byfieldt@calvarymater.org.au	Attending
Choi, Peter	peter.choi@hnehealth.nsw.gov.au	Attending
Conlan, Mary	maryconlan29@gmail.com	Not Attending
Connor, Nicol	nicole.connor@hnehealth.nsw.gov.au	Attending
Conrad, Agatha	agatha.conrad@hnehealth.nsw.gov.au	Attending
Davis, Josh	joshua.davis@hnehealth.nsw.gov.au	Attending

Click Save

Assigning Applications to a Meeting

Go to Applications Tile

Start Search... HNEHREC 20062018

Meeting details

Identifier: 000162
 Completed: No
 Title: HNEHREC 20062018
 Type: HREC - Hunter New England HREC
 Date: 20/06/2018 at 11:00 AM
 Submission Closing: 31/05/2018 at 05:00 PM
 Status: Active

Applications

No applications have been assigned to this meeting.

Click on "Edit"



Click on the Applications Hamburger to "Add application"

← HNEHREC 20062018 ≡

Meeting details

Identifier	000162
Completed	No
Title	HNEHREC 20062018
Type	HREC - Hunter New England HREC
Date	20/06/2018 at 11:00 AM
Submission Closing	31/05/2018 at 05:00 PM
Status	<input checked="" type="checkbox"/> Active

ATTENDEES

APPLICATIONS

Applications ≡

- + Add application
- ✉ Send Email

! No applications have been assigned to this meeting

The search pane will appear, use the search pane to select the application/s to be reviewed at the meeting. Select the application by placing a tick next to the Application Identifier. You can select one at a time or select all applications to be assigned to that meeting by placing the tick in the first tick box.

Search by application

Program: Ethics

Status: Eligible

Search: Search...

0 applications selected / Found 10 applications

<input type="checkbox"/>	Identifier	2018/ETH00075
<input type="checkbox"/>	Stage	Ethics
<input type="checkbox"/>	Title	The Maitland Hospital Frailty Identification Project
<input type="checkbox"/>	Identifier	2018/ETH00125
<input type="checkbox"/>	Stage	Ethics
<input type="checkbox"/>	Title	Role of novel biomarkers in cardiovascular diseases
<input type="checkbox"/>	Identifier	2018/ETH00126
<input type="checkbox"/>	Stage	Ethics
<input type="checkbox"/>	Title	Early Detection

All applications selected should now appear against the meeting.

Meeting details

Identifier	000162
Completed	No
Title	HNEHREC 20062018
Type	HREC - Hunter New England HREC
Date	20/06/2018 11:00 AM
Submission Closing	31/05/2018 5:00 PM
Status	<input checked="" type="checkbox"/> Active

Applications

Application identifier	Title	Status	Outcome
2018/ETH00075	The Maitland Hospital Frailty Identification Project	Assigned to meeting	
2018/ETH00125	Role of novel biomarkers in cardiovascular diseases	Assigned to meeting	
2018/ETH00126	Early Detection of Chemotherapy-Induced Cardiomyopathy	Assigned to meeting	
2018/ETH00129	The microbiome of diverticular disease	Assigned to meeting	
2018/ETH00141	Determining the merits of a lower limb robotic exoskeleton in patients with spinal cord injury (ROBULIFE)	Assigned to meeting	

Click Save



You are now ready to assign reviewers to each application.

Assigning of Reviewers

Any member of the committee can view an application via a Meeting, but unless the reviewer has been specifically assigned to the application, the application will not appear in their “Reviews” in the External Portal.

Assigning Reviewers is a 2 part process, you need to:

1. Create a review for each application; and
2. Assign a reviewer to that review.

Assigning of Reviewers

Next to the first Application click on the



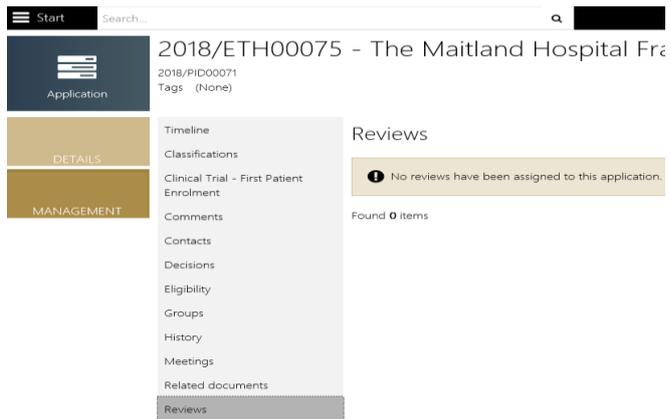
view the application

A screenshot of a web application interface. At the top, there is a navigation bar with a "Start" button and a search field. Below this, the page title is "HNEHREC 20062018". The main content area is divided into two sections. The first section, "Meeting details", lists various attributes: Identifier (000162), Completed (No), Title (HNEHREC 20062018), Type (HREC - Hunter New England HREC), Date (20/06/2018 11:00 AM), Submission Closing (31/05/2018 5:00 PM), and Status (Active). The second section, "Applications", contains a table with columns for Application identifier, Title, Status, Outcome, Lead Reviewer, and Tags. Two applications are listed: "2018/ETH00075 - The Maitland Hospital Frailty Identification Project" and "2018/ETH00125 - Role of novel biomarkers in cardiovascular diseases", both with a status of "Assigned to meeting".

Click on the “Management” tile

A screenshot of a web application interface showing the management view for application "2018/ETH00075 - The Maitland". The page has a dark header with a "Start" button and a search field. Below the header, there are three main tiles: "Application", "DETAILS", and "MANAGEMENT". The "MANAGEMENT" tile is selected and expanded, showing a list of management options: Timeline, Classifications, Clinical Trial - First Patient Enrolment, Comments, Contacts, Decisions, Eligibility, Groups, History, Meetings, Related documents, and Reviews. To the right of the "MANAGEMENT" tile, there is a "Timeline" section and a "Status:" section with a dropdown menu showing "Status up" and "Performe".

Select "Reviews" from the Menu Options



Click on "Edit"



Click on "Reviews Hamburger" **Reviews** 

Click on "Create New Review" **Reviews**   

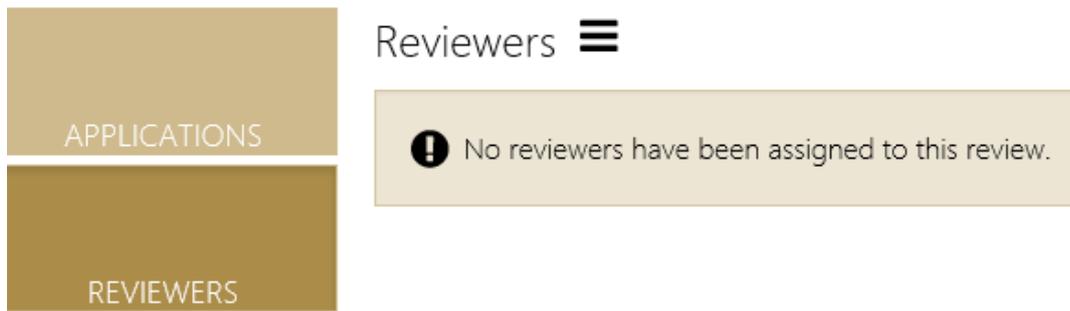
Complete the Review Details

(Please note: a review cannot have the same name, each review has to be unique – so use the following naming convention ie. HREC Review and the Application ID)

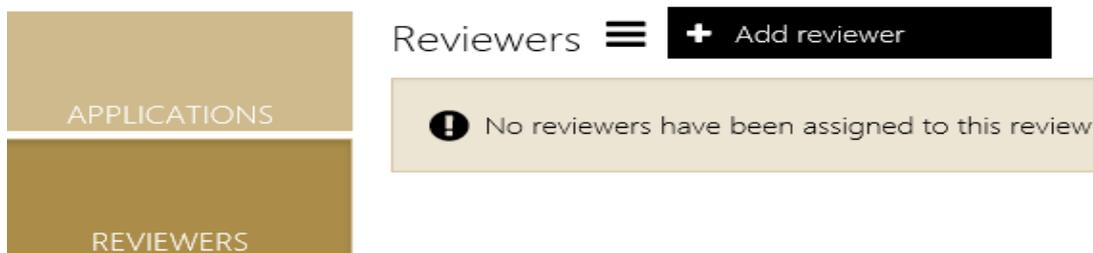
Review details	
Name	HREC Review 2018/ETH00075
Description	
Review type	Full Committee Review - Hunter New England HREC
Date due	19/06/2018   at 5:00 PM  
Date created	06/06/2018 3:34:24 AM

You have created your review, you now must assign your reviewers to this review. (Please note. Do not save at this point, go straight to the next step otherwise it takes you out of your review and you then have to search for the review to get back to where you have to assign your reviewers)

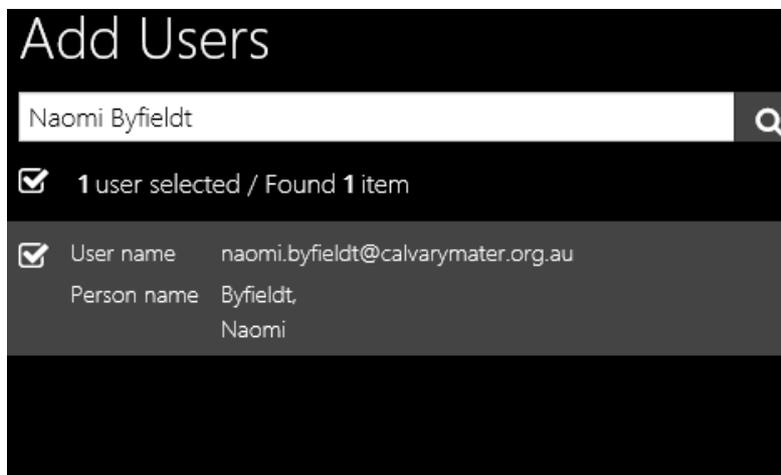
Click on the “Reviewers” tile



Click on the Reviewers Hamburger and Add reviewer



Search Pane will appear, type in the reviewers name and select by placing a tick in the box next to the identifier.



Apply by clicking the tick at the bottom of the search pane



To add other reviewer, go back to the “Reviewers Hamburger” and repeat steps.

Once all reviewers have been assigned to the review for that application

Reviewers 

Name	User name
Hewson, Siobhan	siobhan_hewson@yahoo.com.au
Byfieldt, Naomi	naomi.byfieldt@calvarymater.org.au
Begg, Phoebe	phoebe.begg@hnehealth.nsw.gov.au

Save



You now need to manage the reviewers.

Manage Reviewers

Click on the Open Review Management icon

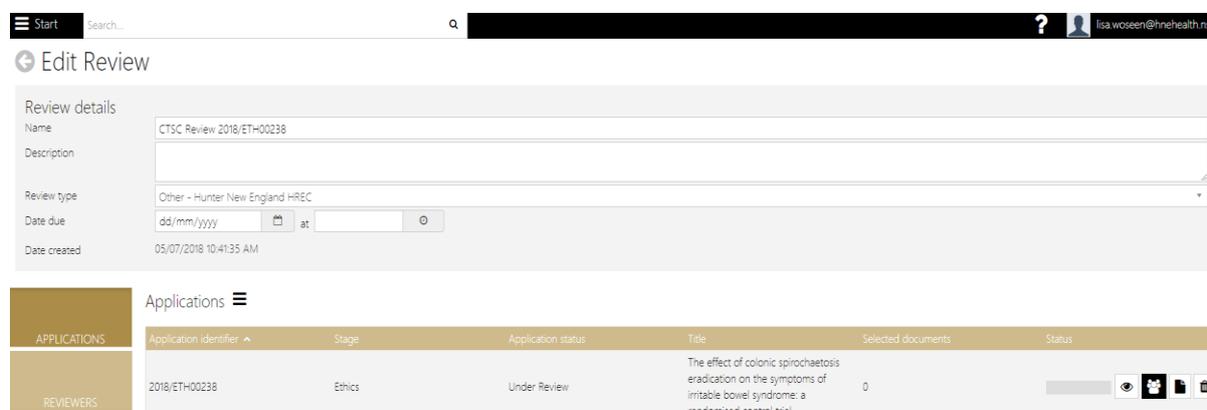


The screenshot shows the 'Reviews' section for application 2018/ETH00238. It features a table with the following data:

Reviewer	Application type	Review date	Status
Leanna Pugliese	Ethics	05/07/2018	In Progress

Additional details visible include: Application ID 2018/PID00234, Review type 'Other - Hunter New England HREC (Not applicable)', and a status bar with 'In Progress' and 'Submitted' indicators.

Click on "Manage Reviewers"



The screenshot shows the 'Edit Review' page for application 2018/ETH00238. The 'Review details' section includes:

- Name: CTSC Review 2018/ETH00238
- Description: (empty text area)
- Review type: Other - Hunter New England HREC
- Date due: dd/mm/yyyy at [time] [calendar icon]
- Date created: 05/07/2018 10:41:35 AM

Below this is an 'Applications' table:

Application identifier	Stage	Application status	Title	Selected documents	Status
2018/ETH00238	Ethics	Under Review	The effect of colonic spirochaetosis eradication on the symptoms of irritable bowel syndrome: a randomised control trial	0	[Progress bar]

This takes you to a screen where you can choose HREC Member or Lead Reviewer.

Applications 

APPLICATIONS

REVIEWERS

Manage Reviewers

Application 2018/ETH-00238 - The effect of colonic spirochaetosis eradication on the symptoms of irritable bowel syndrome: a randomised control trial

Pugliese, Leanna Choose...

 Save  Cancel

Application identifier	Stage	Application status	Title	Selected documents	Status
2018/ETH-00238	Ethics	Under Review	The effect of colonic spirochaetosis eradication on the symptoms of irritable bowel syndrome: a randomised control trial	0	   

Next to the Reviewers Name choose your selection from the drop down list (Please note. it doesn't matter if you select Lead Reviewer or HREC Member, either option will allow them to do their review)

Applications 

Manage Reviewers

Application 2018/ETH-00238 - The effect of colonic spirochaetosis eradication on the symptoms of irritable bowel syndrome: a randomised control trial

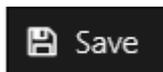
Pugliese, Leanna Choose...

Choose...

Application identifier  HREC Member
Lead Reviewer

Application identifier	Stage	Application status	Title	Selected documents	Status
2018/ETH-00238	Ethics	Under Review	The effect of colonic spirochaetosis eradication on the symptoms of irritable bowel syndrome: a randomised control trial	0	   

Click on "Save"



In order for the reviewer to see all of the documents for review, you need to select all the documents

Click on "Select document"



 Start Search...    lisa.woseen@hnehealth.nsw

 Edit Review

Review details

Name CTSC Review 2018/ETH-00238

Description

Review type Other - Hunter New England HREC

Date due dd/mm/yyyy  at 

Date created 05/07/2018 10:41:35 AM

Applications 

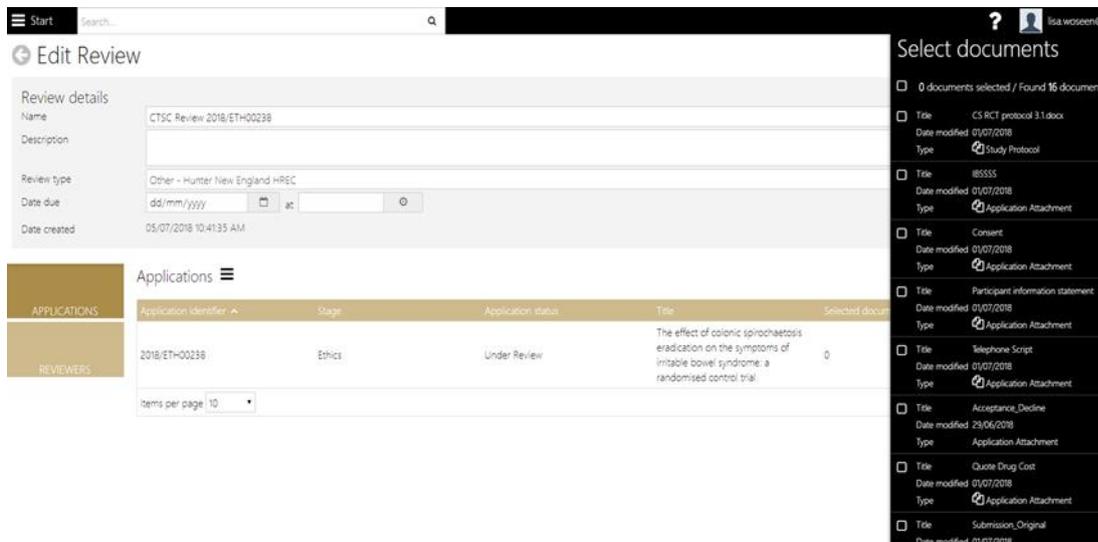
APPLICATIONS

REVIEWERS

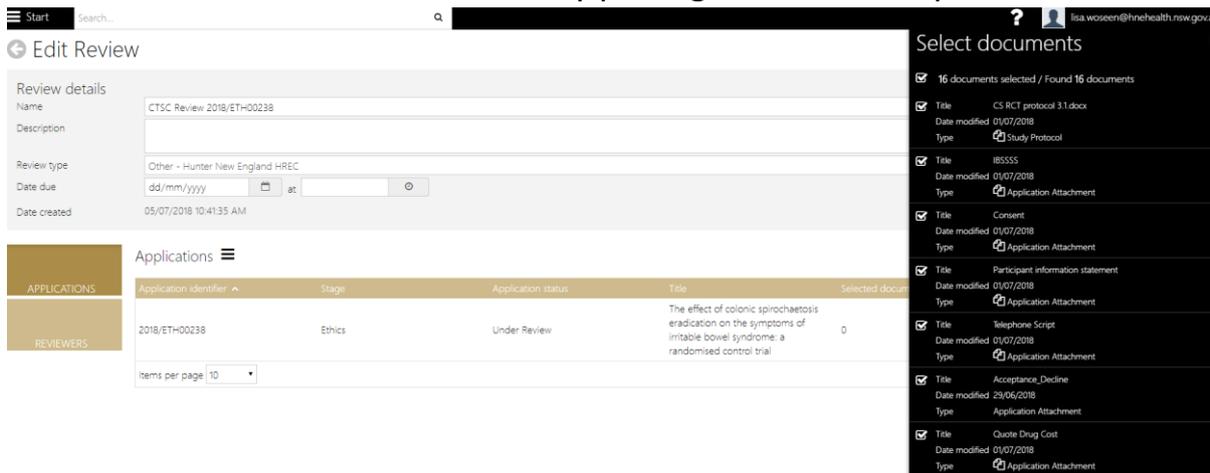
Application identifier	Stage	Application status	Title	Selected documents	Status
2018/ETH-00238	Ethics	Under Review	The effect of colonic spirochaetosis eradication on the symptoms of irritable bowel syndrome: a randomised control trial	0	    

Items per page 10

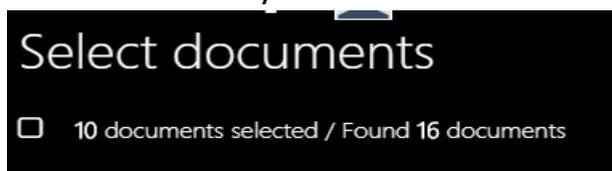
The "Select documents" search pain will appear



Select all the documents for review by placing a tick in the top documents box

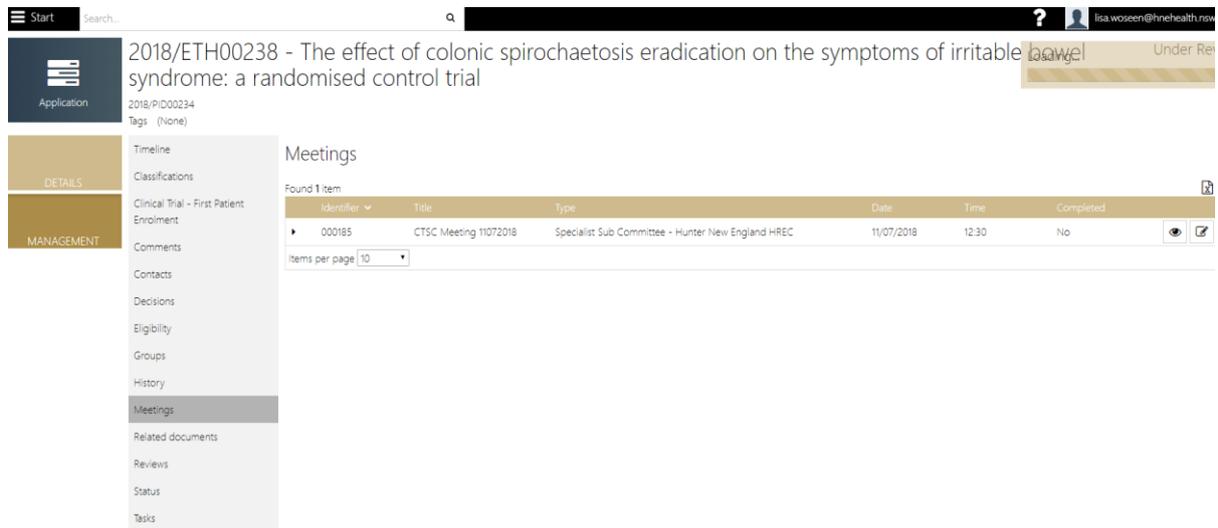


(Please Note. Currently the system is not showing all documents in the search panel, that's why it is important to "Select All" if you only place a tick next to the documents that are visible there may be others that you have not included that need review, example show below - only 10 documents were visible but there are actually 16 documents attached to the application)



This issue has been reported to F1 and REGIS Team.

Select "Meetings" from your Menu List



2018/ETH00238 - The effect of colonic spirochaetosis eradication on the symptoms of irritable bowel syndrome: a randomised control trial

Application: 2018/PID00234
Tags: (None)

Meetings

Found 1 item

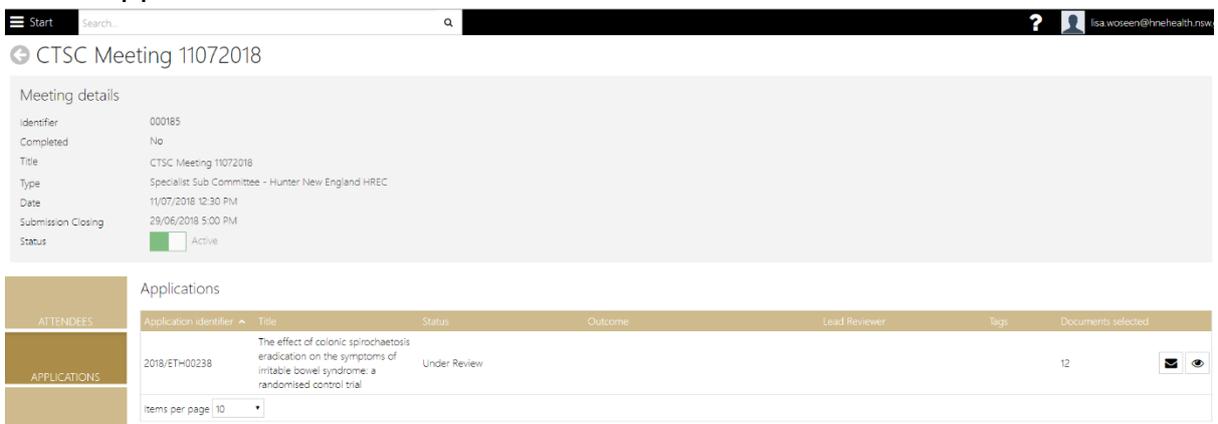
Identifier	Title	Type	Date	Time	Completed	
000185	CTSC Meeting 11072018	Specialist Sub Committee - Hunter New England HREC	11/07/2018	12:30	No	 

Items per page: 10

View meeting by clicking on View Meeting



Go to Applications Tab



CTSC Meeting 11072018

Meeting details

Identifier: 000185
Completed: No
Title: CTSC Meeting 11072018
Type: Specialist Sub Committee - Hunter New England HREC
Date: 11/07/2018 12:30 PM
Submission Closing: 29/06/2018 5:00 PM
Status:  Active

Applications

Application identifier	Title	Status	Outcome	Lead Reviewer	Tags	Documents selected
2018/ETH00238	The effect of colonic spirochaetosis eradication on the symptoms of irritable bowel syndrome: a randomised control trial	Under Review				12  

Items per page: 10

You can now go into your next application and create a new review and assign reviewers.

If you want to be able to see your reviewers for each protocol on the Meeting View Screen, you have to do the following:

View your meeting and go to your applications tile

Meeting details

Identifier: 000164
 Completed: No
 Title: HREC Meeting 18072018
 Type: HREC - Hunter New England HREC
 Date: 18/07/2018 11:00 AM
 Submission Closing: 29/06/2018 5:00 PM
 Status: Active

Applications

Application identifier	Title	Status	Outcome	Lead Reviewer	Tags	Documents selected
2018/ETH00113	The Role of D-Dimer in Detecting Infections in Orthopaedics	Under Review				5
2018/ETH00114	Soluble Fibre for Respiratory Health	Under Review				7
2018/ETH00196	Accurate Pre-operative Prediction of Low Risk Thyroid Cancer to Avoid Overtreatment	Under Review				4
2018/ETH00237	Prevalence of goitre and iodine deficiency in two Aboriginal communities in the Hunter New England region, Australia.	Under Review				11

Click on Edit



2018/ETH00196 - Accurate Pre-operative Prediction of Low Risk Thyroid Cancer to Avoid Overtreatment

Application: 2018/PID00192
 Tags: (None)

Timeline
 Classifications
 Clinical Trial - First Patient Enrollment
 Comments
 Contacts

Meetings

Found 1 item

Identifier	Title	Type	Date	Time	Completed
000164	HREC Meeting 18072018	HREC - Hunter New England HREC	18/07/2018	11:00	No

Items per page: 10

This will bring you to the following screen that gives you extra icons

Meeting details

Identifier: 000164
 Completed: No
 Title: HREC Meeting 18072018
 Type: HREC - Hunter New England HREC
 Date: 18/07/2018 at 11:00 AM
 Submission Closing: 29/06/2018 at 5:00 PM
 Status: Active

Applications

Application identifier	Title	Status	Outcome	Lead Reviewer	Tags	Documents selected
<input type="checkbox"/> 2018/ETH00113	The Role of D-Dimer in Detecting infections in Orthopaedics	Under Review				5
<input type="checkbox"/> 2018/ETH00114	Soluble Fibre for Respiratory Health	Under Review				7
<input type="checkbox"/> 2018/ETH00196	Accurate Pre-operative Prediction of Low Risk Thyroid Cancer to Avoid	Under Review				4

Click on the  icon next to the first application

The following page will be displayed

The screenshot shows the 'HREC Meeting 18072018' page. The 'Meeting details' section includes: Identifier: 000164, Completed: No, Title: HREC Meeting 18072018, Type: HREC - Hunter New England HREC, Date: 18/07/2018 at 11:00 AM, Submission Closing: 29/06/2018 at 5:00 PM, and Status: Active. The 'Applications' section is titled 'Manage Attendees' and lists several names with 'Choose...' dropdown menus: Begg, Phoebe; Boyle, Jackie; Byfieldt, Naomi; Choi, Peter; and Conlan, Mary.

Using the dropdown arrow you can now select either HREC Member or Lead Review

This screenshot is identical to the previous one, but the dropdown menu for 'Choi, Peter' is open, showing options: 'HREC Member' and 'Lead Reviewer'.

Once you have applied

This screenshot shows the 'Manage Attendees' section with dropdown menus open for 'Choi, Peter', 'Connor, Nicol', and 'Dorahy, Douglas', all showing 'Lead Reviewer' as the selected option. Other attendees listed include Begg, Phoebe; Boyle, Jackie; Byfieldt, Naomi; Conlan, Mary; Conrad, Agatha; Davis, Josh; Enjeti, Anoop; Gerrand, Nicole; Gillham, Karen; and Hazel, Gavin.

Save  Save at the bottom of the page and it will take you back to previous screen to apply to your next application.

Once you have applied to all applications click on the main save icon

The screenshot shows the 'HREC Meeting 18072018' interface. At the top, there is a navigation bar with 'Start', 'Search', and a user profile icon for 'isa.woseeni@hnehealth.nsw.gov.au'. Below the navigation bar, the meeting title 'HREC Meeting 18072018' is displayed. The 'Meeting details' section includes fields for Identifier (000164), Completed (No), Title (HREC Meeting 18072018), Type (HREC - Hunter New England HREC), Date (18/07/2018 at 11:00 AM), Submission Closing (29/06/2018 at 5:00 PM), and Status (Active). A 'Save' button is visible in the top right corner of the details section. Below the details, there is a table of applications with columns for Application identifier, Title, Status, Outcome, Lead Reviewer, Tags, and Documents selected. The table contains three rows of application data.

Application identifier	Title	Status	Outcome	Lead Reviewer	Tags	Documents selected
2018/ETH00113	The Role of D-Dimer in Detecting Infections in Orthopaedics	Under Review		Dorahy, Douglas, Connor, Nicol, Choi, Peter		5
2018/ETH00114	Soluble Fibre for Respiratory Health	Under Review		Dorahy, Douglas		7
2018/ETH00196	Accurate Pre-operative Prediction of Low Risk Thyroid Cancer to Avoid	Under Review		Vertigan, Anne, McQuartern, Enjeti, Annan		4

You have completed assigning all your applications, creating your reviews and managing your reviewers, you can now circulate the meeting.

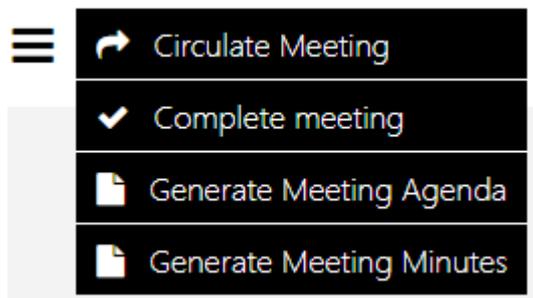
Circulating the Meeting

From your meeting screen

Click on



Click on the Meeting Hamburger



Start Search... ? lisa.woseen@hnehealth.nsw.g

CTSC Meeting 11072018 Circulate Meeting

Meeting details

Identifier: 000185
 Completed: No
 Title: CTSC Meeting 11072018
 Type: Specialist Sub Committee - Hunter New England HREC
 Date: 11/07/2018 at 12:30 PM
 Submission Closing: 29/06/2018 at 5:00 PM
 Status: Active

Attendees

ATTENDEES	Name	Email	Attendance
	Gedye, Craig	craig.gedye@calvarymater.org.au	Not Attending ✓ ? ✕
APPLICATIONS	Grainge, Chris	Christopher.Grainge@hnehealth.nsw.gov.au	Attending ✓ ? ✕
	Hesketh, Elizabeth	elizabeth.hesketh@hnehealth.nsw.gov.au	Attending ✓ ? ✕
MILESTONES	Lynam, James	James.Lynam@calvarymater.org.au	Attending ✓ ? ✕
	Nikolajevic-Sarunac, Jasminka	jasminka.sarunac@hnehealth.nsw.gov.au	Attending ✓ ? ✕
AMENDMENTS & COMMENTS	Oldmeadow, Chris	christopheroldmeadow@hmi.com.au	Not Attending ✓ ? ✕
	Not Attending ✓ ? ✕

Select Circulate Meeting



The system will generate an Email which you can modify to suit your processes, you can also upload your agenda and any other meeting documents to this email by dropping the file into the attachments field if you would rather continue to create outside of REGIS.

Start Search... ?

Meeting Email

From: lisa.woseen@hnehealth.nsw.gov.au

To: Christopher.Grainge@hnehealth.nsw.gov.au; elizabeth.hesketh@hnehealth.nsw.gov.au; craig.gedye@calvarymater.org.au; peter.wark@hnehealth.nsw.gov.au; jasminka.sarunac@hnehealth.nsw.gov.au

Cc:

Bcc:

Subject: HREC Meeting: CTSC Meeting 11072018

Attachments: (None)

Click or drop your files here

Body

B I U [Icons]

Dear Committee Member,

Please be advised that as per previous communication you have been nominated to attend the following meeting:

CTSC Meeting 11072018
 11/07/2018 12:30 PM

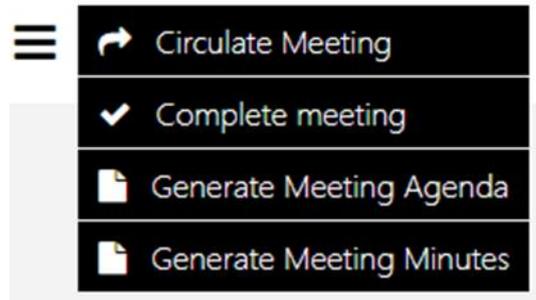
Please log into the REGIS portal to review the application specific documentation as this has now been assigned to the meeting

Please click this link or visit <https://regis2.health.nsw.gov.au/OmniNet/Meeting/MeetingDetails?meetingId=185> to review the meeting details and documentation in REGIS.

Thank you.

REGIS also has the ability to Generate the Agenda and Minutes for you

Click on the Meeting Hamburger 



Select “Generate Meeting Agenda”

Agenda will generate and drop into the Meeting Documents & Other Business Tile, you can download from here and amend accordingly.

Completed: No
Title: CTSC Meeting 11072018
Type: Specialist Sub Committee - Hunter New England HREC
Date: 11/07/2018 at 12:30 PM
Submission Closing: 29/06/2018 at 5:00 PM
Status: Active

Meeting Documents & Other Business 

ATTENDEES	NAME	
APPLICATIONS	Meeting Agenda CTSC Meeting 11072018 - 2018-07-11 12:30 Generated: 2018-07-05 12:16.docx	 
MILESTONES	Review Meeting CTSC Meeting 11072018 20180507120942.msg	 

Items per page: 10

MEETING DOCUMENTS & OTHER BUSINESS