



QUICK REFERENCE GUIDE



Creating and Managing Reviews

FOR RESEARCH OFFICES

Creating and managing lead, scientific or expert review

Depending on the processes of the individual RO and the HREC, a committee member who has been allocated as a Lead Reviewer against a new application may be required to submit a review of the application prior to the HREC meeting.

There may also be instances where a RO requests an external expert provide a review or another type of review. The same process to access the application and provide the review should be followed.

The review process is managed through REGIS from the Reviewers receiving an initial email alert to accessing the applications and supporting documents and finally to the reviewer submitting their review through REGIS to the RO.

Note: The review functionality is a separate process to accessing the general meeting papers. If you are wanting to add an application to a meeting you should access:

Quick Reference Guide - Research Office - Creating and Preparing HREC Meetings

Reviews can be created in advance, however do not assign attendees until you are ready for the system generated email to be forwarded to the reviewers.

How does it work in REGIS?



Create the review

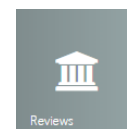
Step 1



When you log in to REGIS, your home page will have a Start menu in the top left-hand corner of the page.

This icon will present you with tiles to navigate to your chosen section.

Step 2



Select the Reviews tile

Step 3 Create a new review

To create a new review, click on the Hamburger icon next to 'Manage reviews' and select 'Create new review.'

Manage reviews  

Step 4. Complete review details

Complete the review details at the top of the screen, under 'Review Type' select one of the following:

- ❖ Full Committee Review
- ❖ Expert Review
- ❖ Expedited Review
- ❖ Other

All review types function in the same way.

Select:

- ❖ 'Full Committee Review' for a review that corresponds to a full HREC meeting
- ❖ 'Expert Review' for a review created for scientific assessors
- ❖ 'Expedited Review' for a review that corresponds to an executive meeting
- ❖ 'Other' for a review that corresponds to Drug Committees, Clinical Trial Committees or PHO-specific meetings.

Assign applications

'Assigning applications' can be completed in the Review section (see 'In Review') or from the Applications section (see 'From the Application').

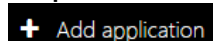
From the Reviews

APPLICATIONS

Step 1

Click on the Applications tile on the left-hand side of the Meeting page.

Step 2

 Add application

Click the hamburger icon to 'Add application.'



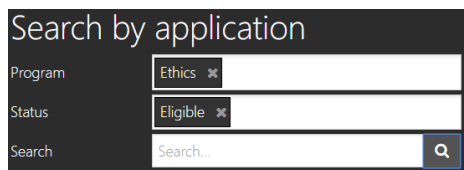
If you don't see the hamburger icon click 'Edit'.

The black search panel will appear.

Step 3

Use the Search function in the black pop out panel to find the application. Filter by program, status or text search.

For example, on or just after a submission closing date a research office may want to assign all applications that have a status of Eligible, that will be assigned to a HREC meeting, to a Review. On this occasion the search filters would be:



Search by application

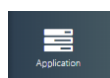
Program:

Status:

Search:

Select the checkbox next to the applications meeting the criteria and click the tick icon at the bottom of the panel.

From the Application

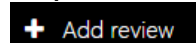


Step 1

Reviews

In the Application, select the Management tile on the left and select Reviews from the grey menu.

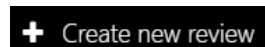
Step 2a

 Add review

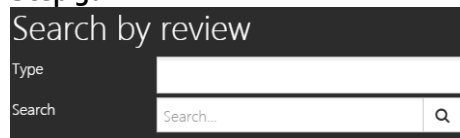
Click the hamburger icon to 'Add review'.

If you don't see the hamburger select 'Edit' on the right-hand side of the screen.

Note you can create a new review from here by selecting 'Create new review' and then following 'In Reviews'.

 Create new review

Step 3a



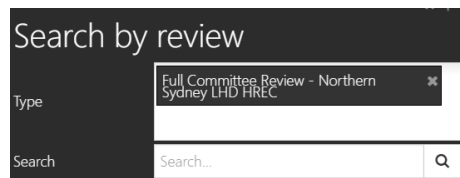
Search by review

Type:

Search:

Use the Search function in the black pop out panel to find the Review. Filter by review type' and free text search.

For example, add the Type of review to show only that specific Review type.



Search by review

Type:

Search:

Select the checkbox next to the review and click the tick icon at the bottom of the panel.

Step 2b

If a specific Review has not yet been created, you can select 'Create new review' after clicking the hamburger icon. Follow the instructions above Create the Review' Step 1-4.

Assign Reviewers



Assigning reviewers and managing documents can only be done in the Review.

REVIEWERS

Step 1

Click the Reviewers tile on the left-hand side of the Review page.

Step 2

Reviewers   Add reviewer

Click on the hamburger icon and then 'Add reviewer'

The black search panel will appear.

Step 3



Add Users

Search:

Use the Search function in the black pop out panel to find the reviewers. Search using first name, last name, user name or group name (e.g. HREC group)

Select the checkbox next to the review or group and click the tick icon at the bottom of the panel.

Note: Reviewers must have a REGIS account before you can select them.

Assign Reviewer Roles

Return to the Applications section of the review.

APPLICATIONS

Step 3

Click on the Manage Reviewers icon.



Manage reviewers

Step 4

The Manage reviewers wizard will appear. A list with all reviewers will appear. Select the role for each of the reviewers for that application.

For technical assistance, contact
REGIS HELP DESK

support.f1solutions.com.au
1300 073 447



Health

February 2018 © NSW Ministry of Health
SHPN (OHMR) 180131



The options available are:

- ❖ Lead Reviewer
- ❖ HREC Member
- ❖ Reviewer
- ❖ Nil/Choose

Applications

Give a role to only those people who you want/expect a review to be submitted.

Click 'Save' in the wizard.

Manage Documents

Step 5

Manage the documents that are viewed by the Reviewers.

Click on the 'Select Document' icon.

Use the Select documents function. to indicate which documents the Reviewers are able to view in the external portal.

Documents selected

6

Number of Documents available to Reviewers

Controlling who needs to submit a review

The Application Reviews section allows greater control to the RO when using the Reviews in REGIS.

Application reviewer allows the RO to indicate who is required to submit a review and remove those not required to submit the review for each application.

APPLICATION REVIEWERS

Step 1

Click on the Application Reviewers icon.

Application Identifier *	Application title	Application status	Reviewer name
2018/ETH00012	Kylie Admin email t...	Under Review	Becker, Kylie
2018/ETH00012	Kylie Admin email t...	Under Review	Gmail, Pam
2018/ETH00012	Kylie Admin email t...	Under Review	Hughes, Pamela

Reviewer role	Review status	Review stage	Active	Allow report submission
Lead Reviewer	In Progress	Review	Yes	Yes
(None)	In Progress	Review	Yes	Yes
(None)	In Progress	Review	Yes	Yes

This page will show a line for each application and each reviewer. The roles allocated when Managing Reviews will be showing here.

Step 2



Select the 'Delete Item' icon for each line that a review is not required.

If you don't complete this step everyone will be assigned a review for all applications.

Sending the review request

Once all aspects of the review are complete click 'Save' on the far right menu. A system notification will be sent to all reviewers.

As soon as reviewers are assigned to a review and the save icon is selected the system generated email will be sent. Each time you select save a new system generated email will be sent.



Viewing submitted reviews

From the homepage.

When a reviewer submits a completed review it will appear in the Reviews tile on the homepage (if created).

From the application

Once a review has been submitted, it can be accessed under Application → Management → Reviews.



'View submitted review'

You will be taken to the reviewer feedback.

A review cannot be seen by other reviewers or the applicant.

Adding a completed Review to a Meeting.

There are two ways to allow comments from a review to be available to meeting attendees with the meeting papers. Both are accessed through the "Meeting Documents & Other Business" option under the 'Meeting' button.

1. Copy and paste review details into agenda

Copy and Paste the details from the review into the agenda or a separate document. This may be useful if you want to rephrase comments before they are distributed.

2. Include PDF in meeting papers

The review report can be included in the meeting papers when managing the meeting documents. See *QRG Creating and Preparing HREC Meetings*.

For technical assistance, contact
REGIS HELP DESK

support.f1solutions.com.au
1300 073 447