

REGIS Operational Webinar (24 April 2019)

Known Bug

Addition of site amendment form only creating one site per form.

Original notification sent out 5 April 19.

Processing an amendment

Remember when processing an amendment through the application that you need to select Project Related Form as the entity and select the form you are making the decision against.

Processing amendment from the Project

Step 6

After selecting the Type

Entity: Project related form

Current due date: Not required

Project related form Select the form you are processing using the identifier noted down earlier.

User: Click 'Select' at the end of the 'User' cell to search for the person who will or has made the decision.

A black panel will appear.

New Homepage Tile "Pending CE"

Pending CE (governance application only): this tile can be created to view applications that have received RGO recommendation, Pending and have not yet received governance authorisation.

See updated QRG and User Manual Doc <https://regis.health.nsw.gov.au/how-to/>

Processing an Annual Progress Report (milestone)

Email Templates

Email templates have not yet been updated, they will be updated by the end of this week. You can manually change the email template in the wizard.

Processing Options

Milestones can be processed through a meeting  or the ETH project .

When processing a milestone through a meeting **IF** there is a request for further information there will be a 2 step process. Make decision in meeting and process in project. This is anticipated to be tightened up through configuration/enhancement

Milestone review

The functionality to send a milestone to a review is working, however there is no way to identify on the homepage when the milestone review has been submitted. You can use this functionality but the reviewer will have to let you know when the review has been submitted, manually outside of REGIS e.g. via email.

REGIS working groups

Seeking expressions of interest from REGIS User Group members (or their nominated representatives) to be part of the following working groups; Email templates, Meeting Agenda and Minutes Templates, Reviews and State wide forms.

Contact your user group representative to discuss

- **Email templates**
This group will look at the email templates being sent from REGIS to the applicants. This will include the approval/decision notification templates, more information templates and system generated templates. This group will need to have a mixture of ethics and governance representatives.
- **Meeting Agenda and Minutes Templates**
This group will look at the current meeting agenda and minutes template in REGIS to determine a more appropriate state wide template. The group may also consider if a template is required for each meeting type e.g. HREC, Specialists Sub-Committee and Other. This group will be ethics specific (including admin staff that support ethics teams).
- **Review**
This group will look at the Review form in REGIS to determine if the questions currently used and the format which they are presented can be improved for the state wide form. The group may also consider if a template is required for each review type e.g. Full Committee Review, Expert Review, Expedited Review and Other. This group will be ethics specific (including admin staff that support ethics teams).
- **State wide Forms**
This group will look at the state wide forms that are currently in REGIS; Notification of an Amendment, Significant Safety Issue and Milestone (annual progress report/final report). This group will work together to recommend changes to the forms to the REGU team. This group will require a mixture of ethics and governance representatives.