REGIS

Creating and Preparing HREC Meetings

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Creating and Preparing HREC Meetings

What are meetings in REGIS?

Once the Executive Officer (EO) or research administrator has assessed a human research ethics application (HREA) as eligible for ethical review, the HREA and supporting documentation can be allocated to a meeting to be reviewed by the Human Research Ethics Committee (HREC), and where relevant, any subcommittee.

REGIS manages all documentation for HREC meetings. It can generate agendas, minutes and actions. These are completed and distributed in REGIS by the EO or research administrator. There are standard templates, which are to some extent editable, in REGIS.

You will need to use several icons in this process at regular intervals.

✎	Edit
≡	Hamburger (more options)
✔	Tick to add selected
💾	Save

How it works in REGIS

The following diagram is an overview of the HREC meeting process in REGIS.

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Create Meeting

Assign attendees

Assign applications
(add lead reviewers, manage document)

Add Milestones (annual reports),
Forms (amendments, safety) and
Other documents

Create agenda

Distribute meeting papers

Manage attendance

Create the meeting

Login to REGIS, hit the *Start* icon, then *Meetings*, then click on the Hamburger icon next to *Meetings* and select 'Create new meeting.'

Complete the meeting details at the top of the screen. Under 'Type', select one of the following, for your PHO only:
❖ HREC
❖ *Specialist Sub-Committee*
❖ *Other.*

Currently all meeting types function in the same way.

Select:

❖ *'HREC'* for a full meeting
❖ '*Specialist Sub-committee'* for HREC Executive Meetings
❖ '*Other'* for Drug Committees, Clinical Trial Committees or PHO-specific meetings.

Note: REGIS requires the submission closing date to be at least 3 days before the meeting date.

Assign attendees

Click the Attendees tile, then Hamburger icon, and then '*Add attendee'.*

Use the Search function in the black pop out panel to find the meeting attendees. Search using first name, last name, user name or group name.

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

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

Assign applications

'Assigning applications' can be completed in the Meeting section (see 'In Meetings') or from the Applications section after completing Eligibility (see 'From the Application'). It is anticipated that 'From the Application' will be the most common method for adding an application to a meeting.

In Meetings

Click on the Applications tile on the left-hand side of the Meeting page, and then click the Hamburger icon to 'Add application.'

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

Now progress to "**Manage assigned applications**".

From the Application

In the Application, select the *Management* tile, then *Meetings.* Click the Hamburger icon to 'Add meeting'.

If you don't see the Hamburger icon select 'Edit' on the right-hand side of the screen. Use the Search function in the black pop out panel to find the meeting. Filter by meeting type', date' or 'title'.

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

Manage assigned applications

This occurs in the meeting setup. Click on *Applications.* A list of applications that have been assigned to the meeting will appear.

Click the 'Edit' icon on the right-hand side of the screen. A row of new icons will appear next to each application.

Assign Lead Reviewers

Click on *Manage Attendees.*

Assign lead reviewers by selecting the attendee, their role and adding a comment. Press 'Save'. To add another lead reviewer select *another attendee.*

Manage Documents

Manage the documents that are viewed by the HREC.

Click on *Select Documents.*

Use this function to indicate which documents the HREC are able to view in the external portal.

Milestones

Milestones in REGIS are Progress Reports (ETH) and First Patient In (STE).

Click on *Milestones*, then '*Add milestone.*'

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

Hint: filter by "received" to see milestones that have not yet been processed.

Projects

A project is the post approval entity.

A project can be assigned to a meeting in the same way an application is assigned to a meeting.

See *Assigning applications In Meetings* and *From the Application.*

In practice projects would not be added to a meeting, 'Forms' would fulfil this requirement.

Forms

Forms in meetings relates to amendments and safety reporting.

Click on *Forms,* then *Add Form.*

Use the Search function in the black pop out panel to find the forms. Filter by form type, or text search for form identifier.

Hint: filter by "submitted" to see forms that have not yet been processed.

Select the documents that were submitted with the form (e.g. amendment) to be viewed by the HREC.

Click on *Select Documents.*

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

Other Notifications

Related documents

Click on *Other Notifications,* then *Add related document.*

Use the Search function in the black pop out panel to find the related document. Filter by type (application/pre approval or project/post approval), program, document type or text search.

For further assistance if needed, contact your local research office at these links – **NSW** or **ACT.**

Meeting Documents and Other Business

Agenda and other manually uploaded documents.

Click on *Meeting Documents & Other Business,* then the Hamburger icon and '+ *Add document'.*

Drag and drop the document into the area that has appeared or click to browse for the document.
Then click *Upload.*

Create an agenda

Once all the attendees, applications, milestones, projects, forms/amendments and other documents have been assigned to the meeting, the agenda can be completed using the REGIS template.

Click on Hamburger icon.

Note: If an icon hasn't appeared, you need to click Edit first.

Select *Generate Meeting Agenda.*

The agenda has been created in the '*Meeting Documents & Other Business'* tab. To edit the agenda download the document, edit it and save to your desktop or hard drive.

Upload the new agenda by selecting the Hamburger icon – drag and drop, then click *Upload.*

You can also upload an externally created agenda to this section.

Note: Delete the old version of the document by using the trash icon next to the old document.

Distribute the agenda and papers

Complete this process once the agenda has been created.

Click on the Hamburger icon, then click *Circulate Meeting.*

Note: If an icon hasn't appeared, you need to click Edit first.

The **Meeting Email wizard** will appear. You can change the body text, the subject line and the recipients, and add attachments as required. Once you are happy with the email, press *Send.*

How to manage attendance

The research office can manage meeting attendance at any time before or during a meeting.

If committee members advise their attendance/apologies before the meeting:

Log in to REGIS, and follow the initial steps from 'Create the meeting' above.

Then search for meeting - click 'Find' to see all meetings or drag and drop the filters on the left-hand side of the page to refine your search, e.g. Meeting Types.

Locate the meeting – to enter it, click on *Edit* to manage attendees. Note that a number of new icons have appeared next to each attendee.

Change the status of each attendee by clicking on Attendance column. Select Attending, Pending, Not attending.

Once you have updated the attendance list, click *Save.*

What next?

Refer to these other QRGs on our website: *QRG - Research Office – Setting up and Managing Reviews and/or QRG - Research Office - Managing HREC Meetings and Processing Decisions.*

For further assistance if needed, contact your local research office at these links – NSW or ACT.

NSW GOVERNMENT | Health

ACT Government