REGIS Operational Webinar
(16 July 2019)

Issues Resolved

Know issue: Instances of SSA forms not being created after the amendment has been approved. Due to merging function (data migration) there have been instances that the CPI/PI has submitted using one account, then had their accounts merged, so the amendment is approved/processed using the old account details.
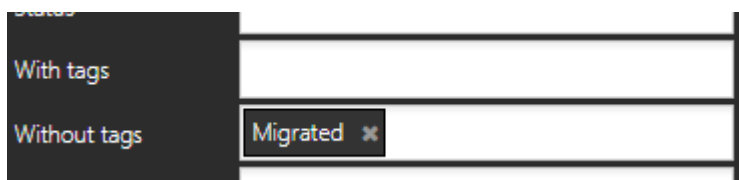**ETA:** in progress

Potential Issues/Under Investigation

Known issue: The "Pending Email" tile on homepages is currently showing data migrated files.
Work around: in the filter Without tag enter migrated.
ETA: in progress

Known issue: Tags – The Ethics Pathway tag is not visible to a site that is not related to the HREC.

E.g. HREA submitted to HNE and there are sites at John Hunter Hospital, RPAH and Bathurst. RPAH and Bathurst do not see the tag.

ETA: in progress

Known issue: Ethics amendments spontaneously un-submitting.
ETA: in progress

Known issue: Email template - addition of site approval email. Instances of incorrect site pulling though.
Work around: Manually correct in email.
ETA: in progress
email templates are also currently being looked at by the email working group.

Known issue: Site applications appearing as Eligible without ethics approval – should be Valid.
Work around: Report to helpdesk, then manually change status to Valid.
ETA: in progress

Potential Issue: Tags - one reported instance of tags reappearing, anyone else? If no will remove from my list.

Data Migration

Data migration occurred last night. If you notice anything please log with the helpdesk AND Patrick.

FINAL two dates

Last submission by RO to REGIS 12 noon.	Migration date (evening)
16th September (Monday)	26th September (Thursday)
18th November(Monday)	28th November (Thursday)

The November migration will be the **_FINAL migration_**, however it is suggested that you treat the September migration as the final upload with the November upload to sweep up any that may be discovered.

After the November migration a new project registration will be required.

Site Application (SSA) output

The SSA output form (the version of the form the RGO receives) is currently being reviewed and corrected.

- Document list being added
- Logic being removed for PI=Student, Academic and Clinical supervisor REQUIRED.
- Numbering between the form the researcher completes and the output form aligned
- Missing questions to appear
- Clearer indication that a question was not responded to or was not mandatory

ETA approx. 31 July

QRG's Updates

Research Offices

Correcting Outgoing Correspondence – 1 12 July 2019

- Newly uploaded

Processing Approval & Authorisation – not Associated with Meetings (initial meeting) – 1.5 16 July 2019
- Addition of information/clarification of the system auto share to internal and external portal.
- Page 2 Step 2.

Managing HREC Meetings and Processing Decisions 1.2
- Addition of instructions of creating the approval email and the auto share to internal/external portal.
- Page 2, Process Decisions Step 2.

Practical Demonstration – correcting outgoing correspondence

Described in QRG

- Correcting Outgoing Correspondence

Don't make a new decision as decisions change status. E.G if correcting the final approval letter don't go to the meeting and make a request for information decision because this could change the version of the HREA.

Follow the electronic filename rule (remains the same) and the new version of the correspondence will sit on top of the previous version. A little bit of order in the confusion that is Related Documents.

Related RO will see the updated correspondence immediately.

Practical Demonstration – creating the ethics approval letter

Described in QRG

- Processing Approval & Authorisation – not Associated with Meetings (initial application)
- Managing HREC Meetings and Decisions

Advantages:

- By selecting the approved documents, they will be added to a .zip file which is accessed by a link in the email. For any NMA PIs this gives them a direct copy of the approved documents.
- The selected (approved) documents are automatically shared with the related applications/projects = If ETH shared with STE
- The selected (approved) documents are automatically shared with the external portal

If you are still creating your own approval letter, PLEASE follow the steps to create the link and the auto system sharing and attach your letter to the outgoing email.

Discussion Point – Ethics Office's not using the amendment process in REGIS.

FYI: There are system implications that can have a flow on effect for RGOs and Investigators if a RO does not use the amendment process in REGIS.

Example	What does REGIS automate?
HREC extension	System auto updates ethics expiry date in Eth and ALL associated STE. New Milestones (progress reports) created.
Change in CPI/PI	Owner updated in project and application. Old securities removed. New securities created. Contacts update in ETH and associate STE.
Addition of site	New Site application created. Contacts updated in ETH and all associated STE.