

REGIS Operational Webinar (24 September 2019)

Data Migration

Data cleaning has been finalised and is with F1 for a Thursday evening upload.

Amendment More Info Tile (forms tile)

Is anyone successfully using this tile? Call logged with F1 – investigations are ongoing.

Amendment Responses* (ethics applications only): This tile can be created to view any responses to a request for information for an amendment.



Search by dashboard tile

Title	Amendment Response in
Template type	Table
Status	Submitted
Form mapping	Notification of an amendment to a researc...
With tags	
Without tags	
Assigned to meeting	Choose...
Email sent	Choose...
Decision outcome	More information required
Sort by	Date modified
Sort order	Ascending

Document Sharing

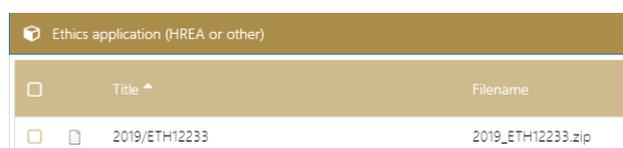
Mostly relevant to ETH documents being shared with related STE. However same rules apply STE sharing documents.

	This document is seen in the external portal by the applicant.
	This document is seen in the internal portal by all related sites in REGIS.
	The document can not be seen in the external portal by the applicant.
	This document can not be seen in the internal portal by related sites in REGIS.

Suggestion: On initial review or ETH eligibility. Check related documents, remove the ability for sites to see the documents.

Sites (added at project registration) will have a .zip of the initial application.

But this currently doesn't exist if the application was created using the new site button – under investigation.



Ethics application (HREA or other)	
Title ^	Filename
2019/ETH12233	2019_ETH12233.zip

Document selection when approving a study.

- After the approved decision has been made and the you select generate decision icon.
- Select the 'Application Documents' tile.
- A list of all the Related Documents will appear.
- If you are using the document tag to identify the current document you will easily be able to identify the documents to keep.
- Use the delete icon to remove the documents that should NOT appear in the link of approved documents or the list of approved documents.
- The documents that remain will be automatically shared with related applications/projects and the applicant in the external portal. This will override any selections made in the related documents section of the application.
- Create email – you can update the list, this will not change the documents in the link.

Processing Approval & Authorisation – not associated with meetings (initial application)

https://regis.health.nsw.gov.au/media/1473/grg-ro-approval_authorisation-processed-outside-of-a-meeting-v15.pdf

Managing HREC Meetings and Decisions

<https://regis.health.nsw.gov.au/media/1454/grg-ro-managing-hrec-meetings-and-processing-decisions-v12.pdf>

Metrics Reporting

How to access? Start → Reports → User Reports → Global Reports

Ethics (ETH) NSW HREC
Submission Closing Date to NSW
HREC Approval (Metric 3)

Site (STE) Submission to
Authorisation (Metric 4)

Rubbish In → Rubbish Out

REGIS is a reporting database so we need to confirm certain data points are correct so the report can correctly pull data/create reports. This information lives in Classifications.

1. Ethics Pathway (editable by applicant before approval)
2. Study Type (pulled from project registration)
3. Sponsor Type (pulled from project registration)

How to change?

Classifications → Edit → Add Classification → pop out screen.

To update a classification select new, deselect old.

If changed in Ethics this does not flow down to site applications. ~~EXCEPT Ethics pathway~~. Correction tag changes not classification.

Or you can delete the classification by clicking the delete icon and add new classification.

Ethics pathway – don't change tag, change classification. Were possible ask researcher to change in HREA.

Potential Issues/Under Investigation

Known issue: There are instances where tags assigned against a document are unable to be deleted as they are too long.

ETA: Fix has been identified and a release to be scheduled.

Work around: If you would like a tag removed please contact Patrick or Helpdesk as they are able to assist.

Tags should be kept as short as possible. Should be generic.

External document type	System Version	Tags	Date modified
Decision Notificati...	1	1/8/03/21/5.05 ✕ 18/281 RESPONSE TO Add tag...	25/07/2019

Known issue: When the ethics pathway classification is changed in the ETH classifications the tag is changed in the ETH application and the STE application. The STE classification is not changed and will need to be manually changed by the research office.

ETA: Investigation is ongoing to confirm if this is a bug. If not a bug a solution will be included in the November release.

Work around: RGO should confirm the STE classification is correct. Failure to do this could impact metrics reporting.

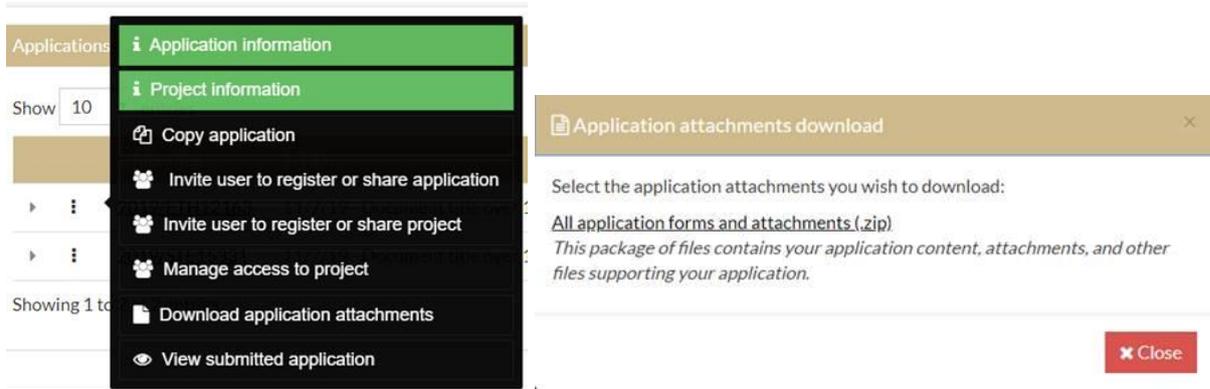
Known issue: When using the New site button in the external portal the original ethics application is not automatically attached.

ETA: Investigation is ongoing to confirm if this is a bug. If not a bug a solution will be included in the November release.

Work around: RGO can request the applicant provide a copy of the initial application using the below steps. Or you may be able to contact another site to request they download and send or share the .zip.

At anytime after submission if anyone with edit access would like to download the application package they can follow these steps.

1. Locate the application
2. Click on the options icon (three dots) next to the application and select Download application attachments



This will give you a copy of the application (HREA/Site application) and any supporting documents.