Guidance for Research Office: New Head of Department Upload

This guide is specific to the HOD changes required by a Research Office.

Guidance will be made available for changing departments and sites.

A recent REGIS enhancement provided bulk upload functionality to the addition of the new Head of Department (HOD). This will considerably reduce the turnaround time for any HOD requests.

Feature highlights

- ❖ Separation of processes – Users can now be processed separately from department requests or vice versa.

- ❖ HOD replacement and sign off transfer – any pending decisions that an outgoing HOD has not made will be transferred to the incoming HOD.

- ❖ Clarity and ease of use – the spreadsheet now has a number of dropdown options to reduce incorrect entries reduce data entry requirements of the Research Offices! (e.g. pre-defined columns: Action, Title, Role, Permission group, Access rule group, Research office, Centre and Jurisdiction)

Tips for transitioning to the new process

The new process separates out changes to users and changes to departments. This is more user friendly, if you are only adding or removing HODs with no changes to any unit/department or site names then you do not need to fill in the 'Departments and Sites' tab.

Submissions will be processed weekly on Friday. If your request is **urgent** please ensure that you clearly identify that in your email.

Adding/Removing Head of Department

**This is when departments and sites already exist within REGIS. This will be the majority of changes being made.**

If you are adding new departments/site please contact the REGIS team for details.

Step 1. Complete the details in the Position and People tab of the New HOD Template. (* Mandatory)

The template excel spreadsheet can be accessed by clicking on the 'Template Spreadsheet' next to the New Head of Department Upload QRG.

Note: If the mandatory fields are not completed the request cannot be processed.

Action*	Select from the dropdown This is what you are asking to be done add or remove position.
Title*	Select from the dropdown
First Name*	Complete Manually
Last Name*	Complete Manually
Email address*	Complete manually When removing a person the email address must match what is in the system *see confirming details* When adding a person if this email address does not exist a new account will be created. The system will send out a system generated email.
Role*	Select from the dropdown HOD = Head of Department
Position title*	Complete manually When removing the role must match what is in the system *see confirming details*
Permission group*	Select from the dropdown *see permission groups*
Access rule group	Select from the dropdown *see access rule group*
Department*	Complete manually
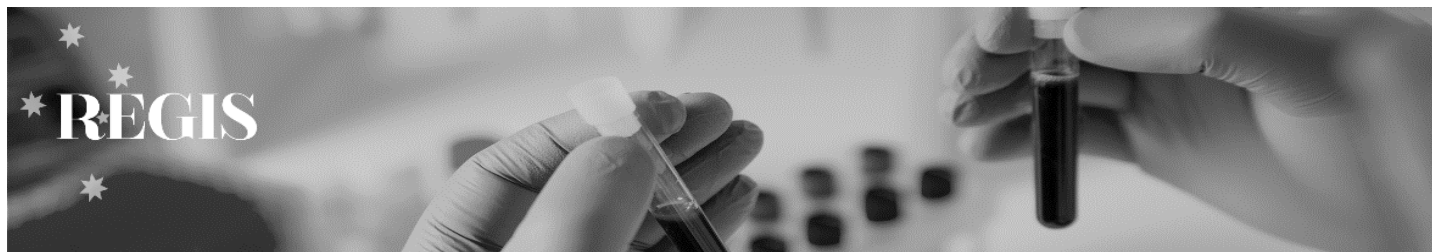
	When removing the Department must match what is in the system *see confirming details*
Site*	Complete manually When adding HOD the site must exist in the system *see confirming details*
Research Office*	Select from the dropdown
Centre*	Select from the dropdown
Jurisdiction*	Select from the dropdown

Step 2.

Once all details have been entered correctly, save and send to EHNSW-Regis@health.nsw.gov.au for processing

Confirming Details

Step 1

Select Contact and then Search.

Step 2

Type the details of what you are trying to confirm and then select the corresponding 'Contact type'

For example if you are checking the details of a current HOD enter their first and/or last name and contact type = person. This will show you the department, site and position.

❖ Person (see if they already exist in system)

❖ Position (Position Title)

❖ Organisation (Site)

❖ Unit (Department)

Click find.

Step 3

To see the details select 'edit contact' and then select 'Positions' to view current details such as Position, Unit and Organisation.

DO NOT MAKE ANY CHANGES OR UPDATE INFORMATION in this section. This section is only for viewing details.

Permission Rule Groups

The Permission Rule is a system setting that ensures that roles are giving access to specific parts of REGIS. E.g. the RGO will need access to the internal portal but the HOD (generally) will only need access to the external portal.

Users can have multiple roles in REGIS.

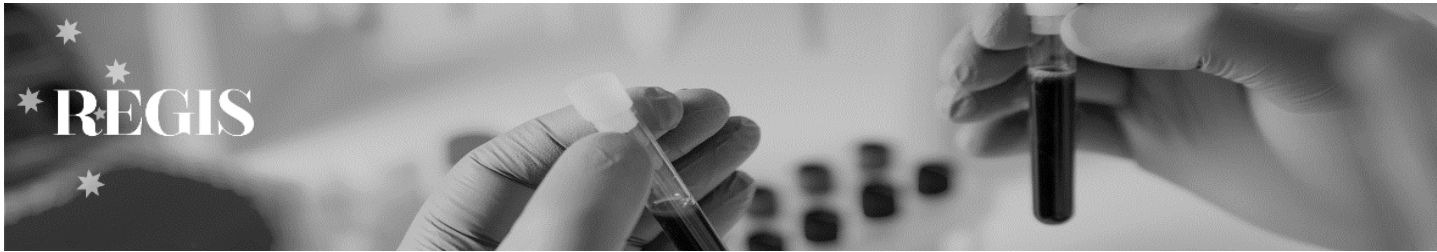| Role	Permission Group
HOD	External Portal
RGO	REGAdmin, External Portal
EO	REGAdmin, External Portal
CE	External Portal
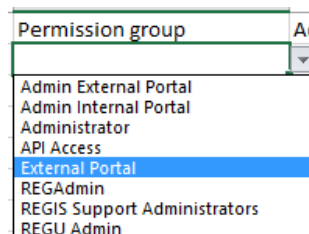
Access Rule Groups

The Access Rule Groups are the security to give Research Office access to their studies only. Access Rule is only selected when adding a RGO or EO.

You do not need to be the ACTUAL RGO or EO to be given these roles, these roles describe needing access to Ethics files and access to Governance files.

E.G

You are in an administration role in a research office that manages both Ethics and Governance, you require access to all files managed by the RO.

Action *	Title	First name	Last name	Email address *	Role *	
Add position	Ms	Anna7	Arnold7	email@email.com	RGO	.
Add position	Ms	Anna7	Arnold7	email@email.com	EO	.

Position title	Permission group	Access rule group
Aministartion Expert	REGAdmin	HNE - Research Office - Site
Aministartion Expert	REGAdmin	Hunter New England Human Research Ethics Committee - Ethics

Examples

Below are examples of how changes will look in the spreadsheets.

How requests should appear when submitted for processing

People and Positions

Adding a HOD position

Tip: Zoom in for a better look!

Removing a HOD position and transfer any remaining sign off to new HOD

Departments and Sites

Adding a Department

Editing a unit name

Remove a unit from your site

Adding a new site

Editing a Site name

	A	B	C	D	E	F	G	H
1	Action *	Department	Site *	Research office *	Centre *	Jurisdiction *	New department name	New site name
2	Edit site		Org 1	SWS - Research Office	South Western Sydney Local Health Distri	NSW Health		Org 8
3	Edit site		Org 2	SWS - Research Office	South Western Sydney Local Health Distri	NSW Health		Org 9
4	Edit site		Org 3	SWS - Research Office	South Western Sydney Local Health Distri	NSW Health		Org 10
5	Edit site		Org 4	SWS - Research Office	South Western Sydney Local Health Distri	NSW Health		Org 11
6	Edit site		Org 5	SWS - Research Office	South Western Sydney Local Health Distri	NSW Health		Org 12
7	Edit site		Org 6	SWS - Research Office	South Western Sydney Local Health Distri	NSW Health		Org 13
8	Edit site		Org 7	SWS - Research Office	South Western Sydney Local Health Distri	NSW Health		Org 14

Remove a Site from your district

A	B	C	D	E	F	G	H
Action *	Department	Site *	Research office *	Centre *	Jurisdiction *	New department name	New site name
Remove site	NEWBANK - Child Youth an	Bankstown Lidcombe Hospital	SWS - Research Office	South Western Sydney Loca	NSW Health		
Remove site	NEWBOW - Child Youth an	Bowral and District Hospital	SWS - Research Office	South Western Sydney Loca	NSW Health		
Remove site	NEWCAMD - Child Youth ar	Camden Hospital	SWS - Research Office	South Western Sydney Loca	NSW Health		
Remove site	NEWCAMP - Child Youth an	Campbelltown Hospital	SWS - Research Office	South Western Sydney Loca	NSW Health		
Remove site	NEWFAIR - Child Youth and	Fairfield Hospital	SWS - Research Office	South Western Sydney Loca	NSW Health		
Remove site	NEWLIV - Child Youth and F	Liverpool Hospital	SWS - Research Office	South Western Sydney Loca	NSW Health		

Mapping

People and Position – *Note that anything with an * next to it means it is mandatory to complete*

Action*	The action you wish to perform for this row: • Add Position (Add HOD) • Remove Position (Remove HOD) You can add a position without removing a position e.g. when a Department requests multiple people listed.
Title, First Name, Last Name, Email Address*	Email address is mandatory for all REGIS user accounts. The email address will become the users REGIS account. When adding if this email address does not exist a new account will be created. When removing this email address must match what is in the system, *see confirming details*
Role*	The role the user should select: • HOD – Head of Department or Data Custodian • RGO –Research Governance Officer • CE –Chief Executive or Delegate • EO –Ethics Officer When removing the role must match what is in the system, *see confirming details*
Position title	The position title of the user (e.g. Head of Surgery) When removing the role must match what is in the system, *see confirming details*

Permission group*	A permission group is assigned against a user to assign role specific access. The following will be given depending on the role:
	<table><tr><td>REGAdmin</td><td>External Portal</td></tr><tr><td>RGO</td><td>RGO</td></tr><tr><td></td><td>HOD</td></tr></table>
	Please select the correct value from the dropdown
Access rule group*	Areas where the user can access the system, only mandatory if RGO or EO. Please select the correct local Research Office when adding an RGO or Ethics Committee for an EO.
	Below is an example of adding an RGO and EO for Northern Sydney
	Row 2 – an entry for RGO
	Row 3 – an entry for EO
	Should the person be responsible for both roles, please ensure both rows are entered
Department	The unique name of the Unit (e.g LIV – Medical Services)
	Because many departments will have similar names across the state e.g. Medical Services, Sites also need to be part of the department name. Use the already established site descriptors which can be found in the Contacts_20200312 spreadsheet on page 1.
	When removing the Department must match what is in the system, **_see confirming details_**
Site	The unique name of site (e.g. Liverpool Hospital). It must be as already listed in REGIS, **_see confirming details_**
Research office*	The name of your research office (e.g. WS – Research Office, SWS – Research Office, CCLHD – Research Office)
Centre*	The name of your LHD or Network (e.g. Western Sydney Local Health District / South Western Sydney Local Health District)
Jurisdiction*	NSW Health

Department and Site – _The * means it is mandatory to complete_

Action*	The action you wish to perform for this row, actions including:
	• Adding a new unit = Add Department
	• Adding a new site = Add Site
	• Edit the name of a unit = Edit Department
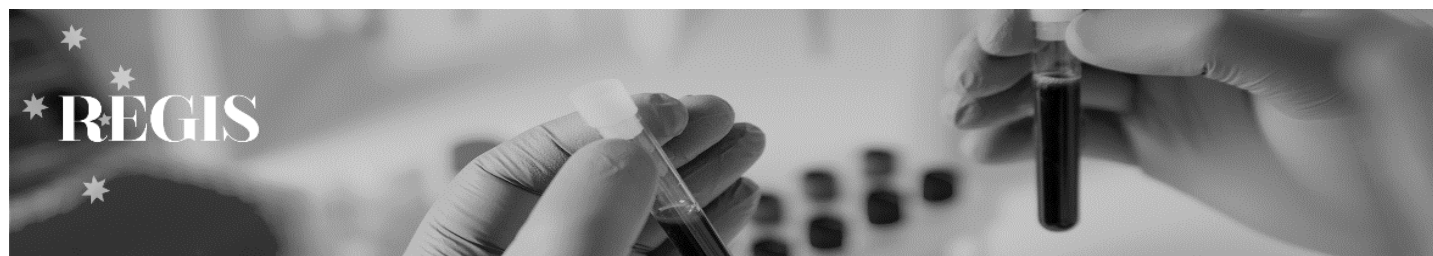
	• Edit the name of a site = Edit Site • Inactivate a department = Remove Department • Inactivate a site = Remove Site
Department	The unique name of the Unit (e.g LIV – Medical Services)
Site*	The unique name of site (e.g. Liverpool Hospital)
Research office*	The name of your research office (e.g. WS – Research Office or SWS – Research Office)
Centre*	The name of your district (e.g. Western Sydney Local Health District / South Western Sydney Local Health District)
Jurisdiction*	NSW Health
New Department name	Mandatory for Edit Department Action
New Site name	Mandatory for Edit Site Action

Column Mapping

Below is an example of what the 'Position details' look like in REGIS and what information is required when submitting a request to add, remove or edit a HOD, Site or Department.

IN REGIS	IN TEMPLATE
Position Title	Title
Department	Department
Unit	Site
Organisation	Centre
Approval Date	Date of process
Expiry date	Date of the inactive request
Active	Default is active unless inactive is requested
Role Classification	Role – HOD, RGO, CE, EO
User Account	Permission Group and Access Rule Group
Organisation = Site	Parent of Unit
Organisation = Centre	Parent of Site
Organisation = Research Office	Parent of Centre
Organisation = Jurisdiction	Parent of Research Office