

QUICK REFERENCE GUIDE

FOR RESEARCH OFFICES

# Guidance for Research Office: New Head of Department Upload

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 introduction of process separation between users and departments has provided a more user-friendly approach. For example, if you are only adding or removing HODs with no changes to any unit or site names then you do not need to fill in the 'Departments and Sites' tab. Similarly, if you do not have any changes to people and positions you can leave this tab blank and only fill in the 'Departments and Sites' tab.

It is always a good idea to submit any changes to your departments and sites in advance, since this process will always check to see if they already exist before proceeding to process any people and positions.

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

Filling in the spreadsheet for HOD changes.

## New Heads of Department template

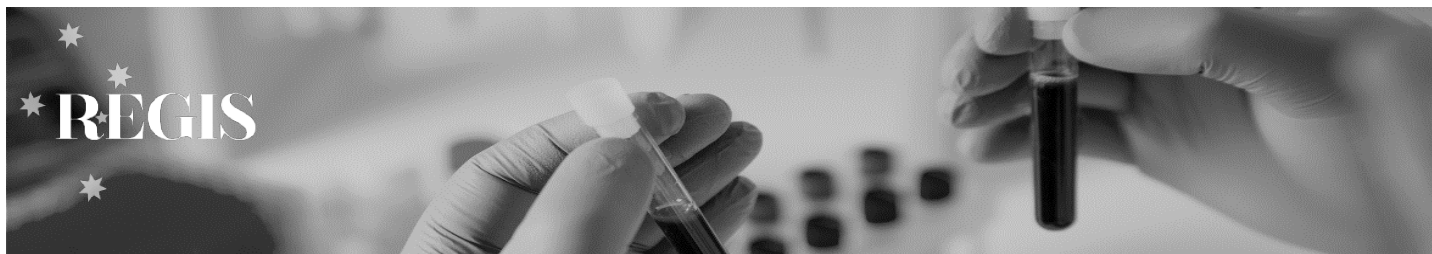


DO NOT USE Bulk Upload- Sample Data

## Positions and People

Mandatory fields are indicated with an **\*see position and people** for detailed description of each field

<b>Action*</b>	Select from the dropdown
<b>Title</b>	Select from the dropdown
<b>First Name</b>	Complete Manually
<b>Last Name</b>	Complete Manually
<b>Email address*</b>	Complete manually When removing a person the email address must match what is in the system, <b>see confirming details</b>
<b>Role*</b>	Select from the dropdown
<b>Position title</b>	Complete manually When removing the role must match what is in the system, <b>see confirming details</b>
<b>Permission group</b>	Select from the dropdown
<b>Access rule group</b>	Select from the dropdown
<b>Department</b>	Complete manually When removing the Department must match what is in the system, <b>see confirming details</b>
<b>Site:</b>	Complete manually When adding HOD the site must exist in the system, <b>see confirming details</b>
<b>Research Office*</b>	Select from the dropdown
<b>Centre*</b>	Select from the dropdown
<b>Jurisdiction*</b>	Select from the dropdown



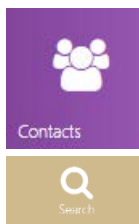
## Confirming Details

Details such as Email address, Position title and Department must match what is already in the system for a change to occur.

These details can be confirmed by doing a quick contacts search.

### Step 1

Select Contact and then Search.



### Step 2

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

- ❖ Organisation (Site)
- ❖ Person (see if they already exist in system)
- ❖ Position (Position Title)
- ❖ Unit (Department)

For example, if you are checking the details of a current HOD enter their first and last name and contact type person.

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.**



## Adding/Removing Head of Department

### Step 1

Complete the details in the Position and People tab of the New HOD Template.

When adding or removing a HOD the following fields are mandatory, see people and positions for a detailed description of the field;

- ❖ Title
- ❖ First name
- ❖ Last name
- ❖ Email address
- ❖ Role
- ❖ Position title
- ❖ Department
- ❖ Site
- ❖ Research Office
- ❖ Centre
- ❖ Jurisdiction.

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

If the HOD is being changed (e.g. removing old HOD and adding the new HOD) the Role, Position title, Permission group, Access rule group, Department, Site, Research office, Centre and Jurisdiction will be the same. The Position Title must exactly match the previous or it will produce an error. **See Confirming Details** for how to confirm details are correct.

Selecting the Access Rule and Permission Rule Group.

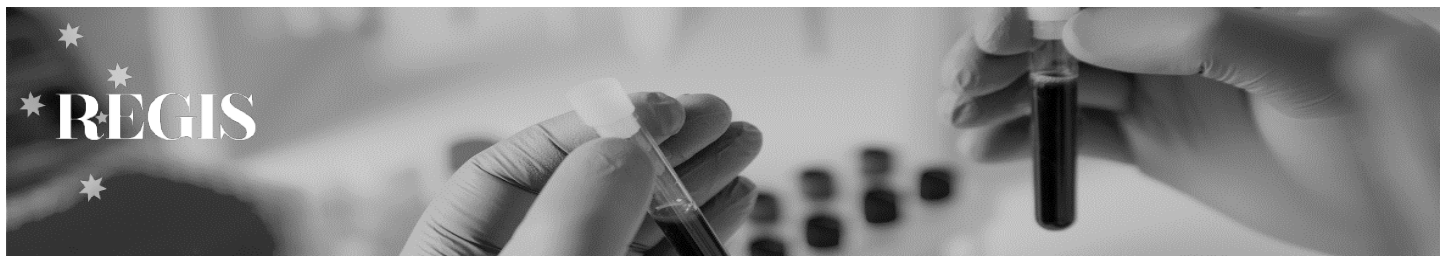
Access Rule: Only select when adding an Research Governance Officer (RGO) or Ethics Officer (EO)

To have access to ethics select the corresponding Human Research Ethics Committee

To have access to site select the corresponding Research Office

Permission Rule: Select only REGAdmin and/or External Portal

REGAdmin	External Portal
RGO	RGO
	HOD



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Access rule group and Permission group explained:

Permission Group – what level of access is given to the contact

Permission group	Access
Admin External Portal	
Admin Internal Portal	
Administrator	
API Access	
External Portal	
REGAdmin	
REGIS Support Administrators	
REGU Admin	

Access Rule Group – which area does this contact have access to based off RO

Access rule group	Department
ACT Health - Jurisdiction	ACT Health - Jurisdiction
ACT Health - Research Office - S	ACT Health - Research Office - S
ACT Health Human Research Eth	ACT Health Human Research Eth
AS - Research Office - Site	AS - Research Office - Site
Bellberry EPCT (NSW Health) HR	Bellberry EPCT (NSW Health) HR
CC - Research Office - Site	CC - Research Office - Site
CI - Research Office - Site	CI - Research Office - Site
FW - Research Office - Site	FW - Research Office - Site

Once all details have been entered correctly, save and send to [EHNSW-Regis@health.nsw.gov.au](mailto:EHNSW-Regis@health.nsw.gov.au) for processing. This process can also be used to complete the below request examples.

How requests should appear when submitted for processing

Adding a HOD position

Tip: Zoom in for a better look!

Action *	Title	First name	Last name	Email address *	Role *	Position title	Permission group	Access rule group	Department	Site	Research office *	Centre *	Jurisdiction *
Add position	Doha	Elgundi		EHNSW-Regis@health.nsw.gov.au	HOD	Head of Department	External Portal		Acting - HOD Pharmacy	Campbelltown Hospital	SWS - Research Office	South Western Sydney Local Health District	NSW Health

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

Action *	Title	First name	Last name	Email address *	Role *	Position title	Permission group	Access rule group	Department	Site	Research office *	Centre *	Jurisdiction *
Remove position		Harry	Doan	Harry.Doan@health	HOD	Head of Department	External Portal		LIV - Child Youth and Family	Liverpool Hospital	SWS - Research Office	South Western Sydney Local Health District	NSW Health
Add position		Elizabeth	Scerri	Elizabeth.Scerri@hea	HOD	Head of Department	External Portal		LIV - Child Youth and Family	Liverpool Hospital	SWS - Research Office	South Western Sydney Local Health District	NSW Health

Adding a Department

Action *	Department	Site *	Research office *	Centre *	Jurisdiction *	New department name	New site name
Add department	BANK - Child Youth and Fan Bankstown Lidcombe Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health		
Add department	BOW - Child Youth and Fan Bowral and District Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health		
Add department	CAMD - Child Youth and Far Camden Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health		
Add department	CAMP - Child Youth and Far Campbelltown Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health		
Add department	FAIR - Child Youth and Family Fairfield Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health		
Add department	LIV - Child Youth and Family Liverpool Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health		

Editing a unit name

Action *	Department	Site *	Research office *	Centre *	Jurisdiction *	New department name	New site name
Edit department	NEWBANK - Child Youth and Fan Bankstown Lidcombe Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health	Child Youth and Family	
Edit department	NEWBOW - Child Youth and Fan Bowral and District Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health	Child Youth and Family	
Edit department	NEWCAMD - Child Youth and Far Camden Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health	Child Youth and Family	
Edit department	NEWCAMP - Child Youth and Far Campbelltown Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health	Child Youth and Family	
Edit department	NEWFAIR - Child Youth and Family Fairfield Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health	Child Youth and Family	
Edit department	NEWLIV - Child Youth and Family Liverpool Hospital		SWS - Research Office	South Western Sydney Local Health District	NSW Health	Child Youth and Family	



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Remove a unit from your site

	A	B	C	D	E	F	G	H
1	Action *	Department	Site *	Research office *	Centre *	Jurisdiction *	New department name	New site name
2	Remove department	Child Youth and Family	South Western Sydney Local Health	SWS - Research Office	South Western Sydney Local Health	NSW Health		
3	Remove department	Child Youth and Family	Bankstown Lidcombe Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		
4	Remove department	Child Youth and Family	Bowral and District Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		
5	Remove department	Child Youth and Family	Camden Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		
6	Remove department	Child Youth and Family	Campbelltown Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		
7	Remove department	Child Youth and Family	Fairfield Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		
8	Remove department	Child Youth and Family	Liverpool Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		

Adding a new site

	A	B	C	D	E	F	G	H
1	Action *	Department	Site *	Research office *	Centre *	Jurisdiction *	New department name	New site name
2	Add site		Org 1	SWS - Research Office	South Western Sydney Local Health District	NSW Health		
3	Add site		Org 2	SWS - Research Office	South Western Sydney Local Health District	NSW Health		
4	Add site		Org 3	SWS - Research Office	South Western Sydney Local Health District	NSW Health		
5	Add site		Org 4	SWS - Research Office	South Western Sydney Local Health District	NSW Health		
6	Add site		Org 5	SWS - Research Office	South Western Sydney Local Health District	NSW Health		
7	Add site		Org 6	SWS - Research Office	South Western Sydney Local Health District	NSW Health		
8	Add site		Org 7	SWS - Research Office	South Western Sydney Local Health District	NSW Health		

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 District	NSW Health		Org 8
3	Edit site		Org 2	SWS - Research Office	South Western Sydney Local Health District	NSW Health		Org 9
4	Edit site		Org 3	SWS - Research Office	South Western Sydney Local Health District	NSW Health		Org 10
5	Edit site		Org 4	SWS - Research Office	South Western Sydney Local Health District	NSW Health		Org 11
6	Edit site		Org 5	SWS - Research Office	South Western Sydney Local Health District	NSW Health		Org 12
7	Edit site		Org 6	SWS - Research Office	South Western Sydney Local Health District	NSW Health		Org 13
8	Edit site		Org 7	SWS - Research Office	South Western Sydney Local Health District	NSW Health		Org 14

Remove a Site from your district

	A	B	C	D	E	F	G	H
1	Action *	Department	Site *	Research office *	Centre *	Jurisdiction *	New department name	New site name
2	Remove site	NEWBANK - Child Youth and Family	Bankstown Lidcombe Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		
3	Remove site	NEWBOW - Child Youth and Family	Bowral and District Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		
4	Remove site	NEWCAMD - Child Youth and Family	Camden Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		
5	Remove site	NEWCAMP - Child Youth and Family	Campbelltown Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		
6	Remove site	NEWFAIR - Child Youth and Family	Fairfield Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		
7	Remove site	NEWLIV - Child Youth and Family	Liverpool Hospital	SWS - Research Office	South Western Sydney Local Health	NSW Health		

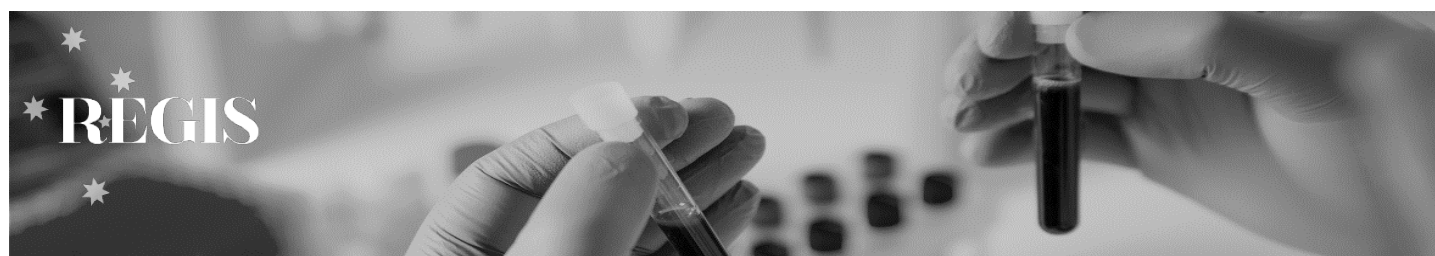
People and Position – Note that anything with an \* next to it means it is mandatory to complete

<p><b>Action*</b></p>	<p>The action you wish to perform for this row:</p> <ul style="list-style-type: none"> <li>• Add Position (Add HOD)</li> <li>• Remove Position (Remove HOD)</li> </ul> <p>You can add a position without removing a position e.g. when a Department requests multiple people listed.</p>
<p><b>Title, First Name, Last Name, Email Address*</b></p>	<p>Email address is mandatory for all REGIS user accounts. The email address will become the users REGIS account.</p> <p>When adding if this email address does not exist a new account will be created.</p> <p>When removing, this email address must match what is in the system, <i>see confirming details</i></p>
<p><b>Role*</b></p>	<p>The role the user should select:</p> <ul style="list-style-type: none"> <li>• HOD – Head of Department or Data Custodian</li> <li>• RGO – Research Governance Officer</li> <li>• CE – Chief Executive or Delegate</li> </ul>





	<ul style="list-style-type: none"> <li>EO – Ethics Officer</li> </ul> <p>When removing, the role must match what is in the system, <b>see confirming details</b></p>																																											
<b>Position title</b>	<p>The position title of the user (e.g. Head of Surgery)</p> <p>When removing, the role must match what is in the system, <b>see confirming details</b></p>																																											
<b>Permission group*</b>	<p>A permission group is assigned against a user to assign role specific access. The following will be given depending on the role:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td><b>REGAdmin</b></td> <td><b>External Portal</b></td> </tr> <tr> <td>RGO</td> <td>RGO</td> </tr> <tr> <td></td> <td>HOD</td> </tr> </table> <p>Please select the correct value from the dropdown</p>	<b>REGAdmin</b>	<b>External Portal</b>	RGO	RGO		HOD																																					
<b>REGAdmin</b>	<b>External Portal</b>																																											
RGO	RGO																																											
	HOD																																											
<b>Access rule group*</b>	<p>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.</p> <p>Below is an example of adding an RGO and EO for Northern Sydney</p> <p>Row 2 – an entry for RGO</p> <p>Row 3 – an entry for EO</p> <p>Should the person be responsible for both roles, please ensure both rows are entered</p> <table border="1" style="margin-left: auto; margin-right: auto; font-size: small;"> <thead> <tr> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> <th>M</th> </tr> <tr> <th>name</th> <th>Email address *</th> <th>Role *</th> <th>Position title</th> <th>Permission group</th> <th>Access rule group</th> <th>Department</th> <th>Site</th> <th>Research office *</th> <th>Centre *</th> <th>Jurisdicti</th> </tr> </thead> <tbody> <tr> <td></td> <td>patrick.lau1@health</td> <td>RGO</td> <td></td> <td>REGAdmin</td> <td>NS - Research Office - Site</td> <td></td> <td></td> <td>NS - Research Office</td> <td>Northern Sydney Local Health</td> <td>NSW Hea</td> </tr> <tr> <td></td> <td>patrick.lau1@health</td> <td>EO</td> <td></td> <td>REGAdmin</td> <td>Northern Sydney Local Health District Human Research Ethics Committee - Ethics</td> <td></td> <td></td> <td>NS - Research Office</td> <td>Northern Sydney Local Health</td> <td>NSW Hea</td> </tr> </tbody> </table>	D	E	F	G	H	I	J	K	L	M	name	Email address *	Role *	Position title	Permission group	Access rule group	Department	Site	Research office *	Centre *	Jurisdicti		patrick.lau1@health	RGO		REGAdmin	NS - Research Office - Site			NS - Research Office	Northern Sydney Local Health	NSW Hea		patrick.lau1@health	EO		REGAdmin	Northern Sydney Local Health District Human Research Ethics Committee - Ethics			NS - Research Office	Northern Sydney Local Health	NSW Hea
D	E	F	G	H	I	J	K	L	M																																			
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	patrick.lau1@health	EO		REGAdmin	Northern Sydney Local Health District Human Research Ethics Committee - Ethics			NS - Research Office	Northern Sydney Local Health	NSW Hea																																		
<b>Department</b>	<p>The unique name of the Unit (e.g LIV – Medical Services)</p> <p>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.</p> <p>When removing, the Department must match what is in the system, <b>see confirming details</b></p>																																											
<b>Site</b>	<p>The unique name of site (e.g. Liverpool Hospital). It must be as already listed in REGIS, <b>see confirming details</b></p>																																											
<b>Research office*</b>	<p>The name of your research office (e.g. WS – Research Office, SWS – Research Office, CCLHD – Research Office)</p>																																											
<b>Centre*</b>	<p>The name of your LHD or Network (e.g. Western Sydney Local Health District / South Western Sydney Local Health District)</p>																																											
<b>Jurisdiction*</b>	<p>NSW Health</p>																																											



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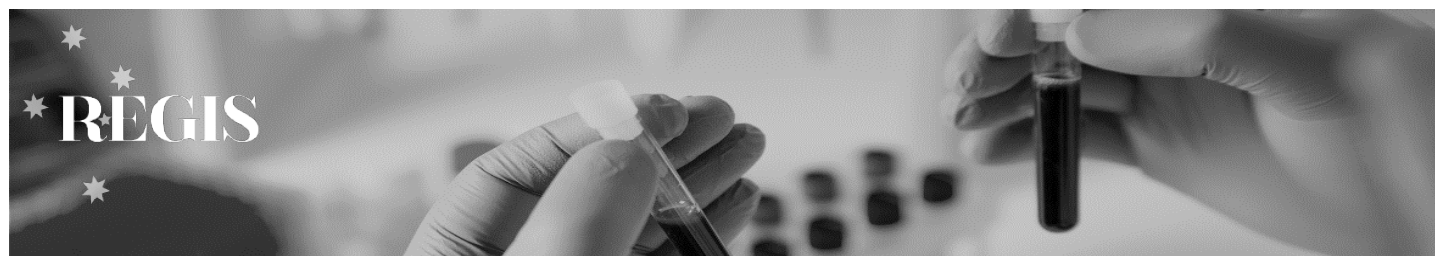
**Department and Site** – The \* means it is mandatory to complete

<b>Action*</b>	The action you wish to perform for this row, actions including: <ul style="list-style-type: none"> <li>• Adding a new unit = Add Department</li> <li>• Adding a new site = Add Site</li> <li>• Edit the name of a unit = Edit Department</li> <li>• Edit the name of a site = Edit Site</li> <li>• Inactivate a department = Remove Department</li> <li>• Inactivate a site = Remove Site</li> </ul>
<b>Department</b>	The unique name of the Unit (e.g LIV – Medical Services)
<b>Site*</b>	The unique name of site (e.g. Liverpool Hospital)
<b>Research office*</b>	The name of your research office (e.g. WS – Research Office or SWS – Research Office)
<b>Centre*</b>	The name of your district (e.g. Western Sydney Local Health District / South Western Sydney Local Health District)
<b>Jurisdiction*</b>	NSW Health
<b>New Department name</b>	Mandatory for Edit Department Action
<b>New Site name</b>	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
Unit	Department
Organisation	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
<i>Organisation = Site</i>	Parent of Unit



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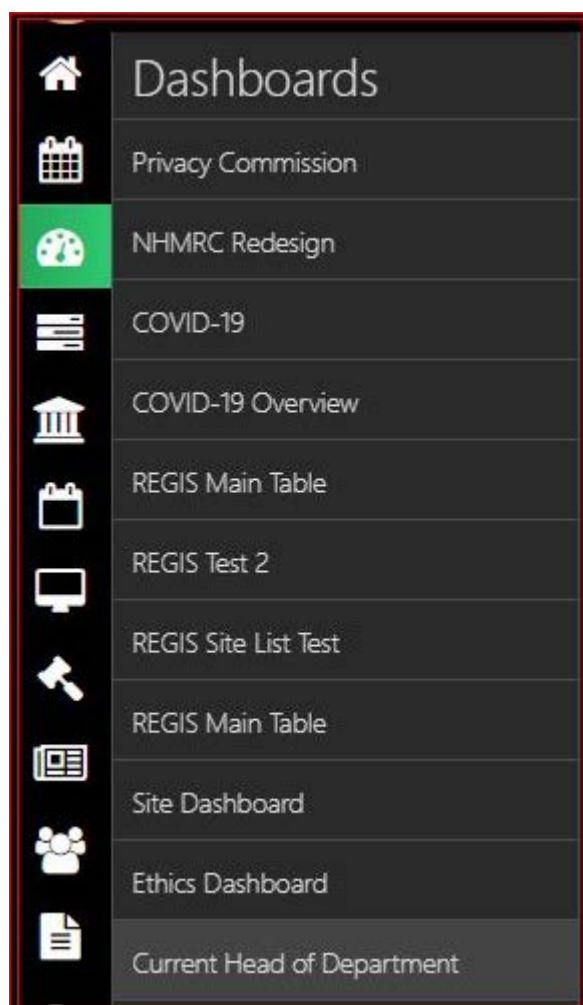
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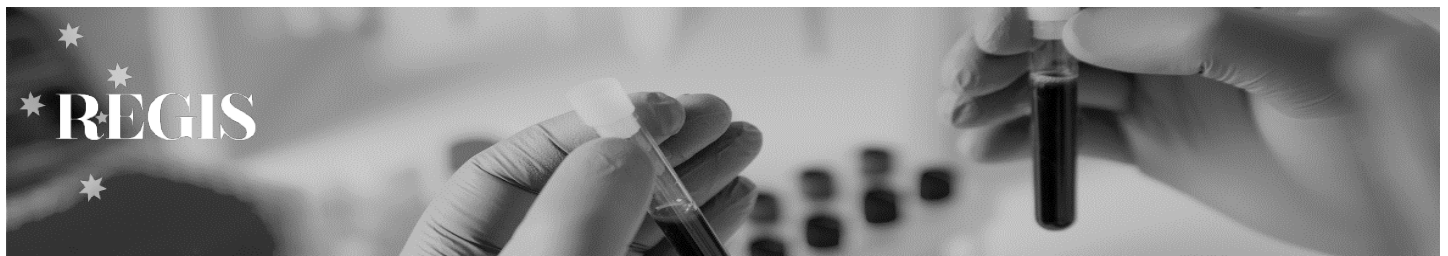
<i>Organisation = Centre</i>	Parent of Site
<i>Organisation = Research Office</i>	Parent of Centre
<i>Organisation = Jurisdiction</i>	Parent of Research Office

### Generate a list of current HODs



To navigate to the dashboard, click on the Dashboards icon from the menu, then click on the “**Current Head of Department**” dashboard from the submenu





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Below is an image of the complete Current Head of Department dashboard look and feel

The dashboard features a bar chart titled 'HOD by Sites' with a logarithmic y-axis labeled 'UserName (Count District)' ranging from 1 to 1000. The chart displays data for various sites, with the highest counts being Liverpool Hospital (128) and Royal Prince Alfred Hospital (106). Below the chart is a 'Contact Detail' table with columns for First Name, Last Name, Email Address, Role, Position Title, Permission, Access r.u.l., Department, Site, Research Of., Centre, Jurisd., and DateCreated (Day...).

TL	First	Last name	Email Address	R...	Position Title	Permissio...	Access r.u.l.	Department	Site	Research Of.	Centre	Jurisd.	DateCreated (Day...
	Abbas	Alibhai	abbas.alibhai@health.n...	H...	Executive Director Finance a...			ISLHD - Finance and Corporate Servi...	Illawarra Shoalhaven Local ...	IS - Researc...	Illawarra Shoalhaven Local Health Distr...	NSW ...	20/03/2020
	Abdu...	Omari	aomari@stvincents.com...	H...	Clinical Lead			Medicine - Infectious Disease and Str...	St Vincent's Health Sydney	SVHN - Res...	St Vincent's Health Network	NSW ...	
	Abdu...	Omari	aomari@stvincents.com...	H...	Clinical Lead			Medicine - Vascular Medicine Unit	St Vincent's Health Sydney	SVHN - Res...	St Vincent's Health Network	NSW ...	
	Abdu...	Omari	aomari@stvincents.com...	H...	Clinical Lead			SVHS - Medical Stream	St Vincent's Health Sydney	SVHN - Res...	St Vincent's Health Network	NSW ...	
	Abdu...	Omari	aomari@stvincents.com...	H...	Head of Department			Medicine - HIV, Immunology and Inf...	St Vincent's Health Sydney	SVHN - Res...	St Vincent's Health Network	NSW ...	
	Abhis...	Kumar	Abhishek.kumar@health...	H...	Manager			WVRRH - Health Information	Wagga Wagga Base Hospital	MLHD - Res...	Murrumbidgee Local Health District	NSW ...	
	Adam	Chandler	adam.chandler@health...	H...	Director			CCCHC - Medical Imaging	Central Coast Community H...	CC - Resear...	Central Coast Local Health District	NSW ...	
	Adam	Chandler	adam.chandler@health...	H...	Director			CCLHD - Medical Imaging and Brea...	Central Coast Local Health ...	CC - Resear...	Central Coast Local Health District	NSW ...	26/04/2020
	Adam	Chandler	adam.chandler@health...	H...	Director			Gosford - Medical Imaging and Brea...	Gosford Hospital	CC - Resear...	Central Coast Local Health District	NSW ...	

The top filters are used to only control the display content based on the selected criteria

The filter controls consist of six dropdown menus labeled 'Full Name', 'Site', 'Department', 'Research Office', 'Centre', and 'State'. Each dropdown menu currently shows '(All)' as the selected option.

Graphical representation of sites, to interact with the bar chart, click on a bar on the bar chart, the dashboard changes dynamically depending on the site selected

The bar chart shows the same data as the first screenshot, but with a site selected. The bars are color-coded, and the selected site's data is highlighted. The y-axis remains logarithmic, and the x-axis lists the sites.

The below display a list of Head of Departments based on what is currently selected / visually visible from the bar chart

TL	First	Last name	Email Address	R...	Position Title	Permissio...	Access r.u.l.	Department	Site	Research Of.	Centre	Jurisd.	DateCreated (Day...
	Abbas	Alibhai	abbas.alibhai@health.n...	H...	Executive Director Finance a...			ISLHD - Finance and Corporate Servi...	Illawarra Shoalhaven Local ...	IS - Researc...	Illawarra Shoalhaven Local Health Distr...	NSW ...	20/03/2020
	Abdu...	Omari	aomari@stvincents.com...	H...	Clinical Lead			Medicine - Infectious Disease and Str...	St Vincent's Health Sydney	SVHN - Res...	St Vincent's Health Network	NSW ...	
	Abdu...	Omari	aomari@stvincents.com...	H...	Clinical Lead			Medicine - Vascular Medicine Unit	St Vincent's Health Sydney	SVHN - Res...	St Vincent's Health Network	NSW ...	
	Abdu...	Omari	aomari@stvincents.com...	H...	Clinical Lead			SVHS - Medical Stream	St Vincent's Health Sydney	SVHN - Res...	St Vincent's Health Network	NSW ...	
	Abdu...	Omari	aomari@stvincents.com...	H...	Head of Department			Medicine - HIV, Immunology and Inf...	St Vincent's Health Sydney	SVHN - Res...	St Vincent's Health Network	NSW ...	
	Abhis...	Kumar	Abhishek.kumar@health...	H...	Manager			WVRRH - Health Information	Wagga Wagga Base Hospital	MLHD - Res...	Murrumbidgee Local Health District	NSW ...	
	Adam	Chandler	adam.chandler@health...	H...	Director			CCCHC - Medical Imaging	Central Coast Community H...	CC - Resear...	Central Coast Local Health District	NSW ...	
	Adam	Chandler	adam.chandler@health...	H...	Director			CCLHD - Medical Imaging and Brea...	Central Coast Local Health ...	CC - Resear...	Central Coast Local Health District	NSW ...	26/04/2020

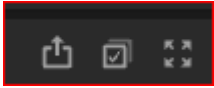




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Export to Excel, Multi-select (select more than one row), Maximise the panel (take up the whole screen) options are available at the top right corner of a panel



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Select the following columns Title → Jurisdiction

A	B	C	D	E	F	G	H	I	J	K	L	M
Title	First name	Last name	Email Address	Role	Position Title	Permission gro	Access rule gro	Department	Site	Research Offic Centre	Jurisdiction	Da
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