QUICK REFERENCE GUIDE

FOR RESEARCH OFFICES

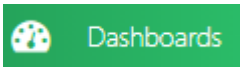
# How to use the Ethics and Site Dashboards

## What are the Ethics and Site dashboard?

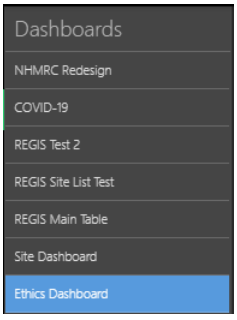
The Ethics and Site dashboards have been created to allow Research Offices to create activity reports such as:

- How many ethics applications were submitted in XX month.
- How many commercially sponsored clinical trials were authorised between xx and xx.
- Number of applications for which response to the Committee was outstanding at the end of xx.
- Which applications are missing their ethics pathway classification.

## How to access dashboard




A list of Dashboards




## Icons/Key

1. **Dashboard parameters:** used to set the date parameters for the report

2. **Export to:** used to export data from the dashboard.

3. **Review Pathway Filter:** Click on the dropdown to filter by one or more of the risk pathways. (*Classification*)

4. **Study Type Filter:** Click on the dropdown to filter by one or more of the study types. (*Classification*)

5. **Sponsor Type Filter:** Click on the dropdown to filter by one or more of the sponsor types. (*Classification*)

6. **Site Filter:** Click on the dropdown to filter by site. (*Principal Organsiation/Site Name*)

7. **Applications submitted by ethics review pathway:** This table will show the number of applications submitted in a month taking into consideration any of the filters that have been selected.

8. **Projects approved by ethics review pathway:** This table will show the number of applications that have been approved in a month taking into consideration any of the filters that have been selected.

9. **Multiselect tool on/off:** switch on (blue) to select multiple sections of data in the table to be filtered or exported.

10. **Clear master filter:** This icon becomes available when a bar has been selected in the table select this to clear the drilldown filter applied to that table.

11. **Maximise/Minimise:** used to maximise/minimise a section of the dashboard

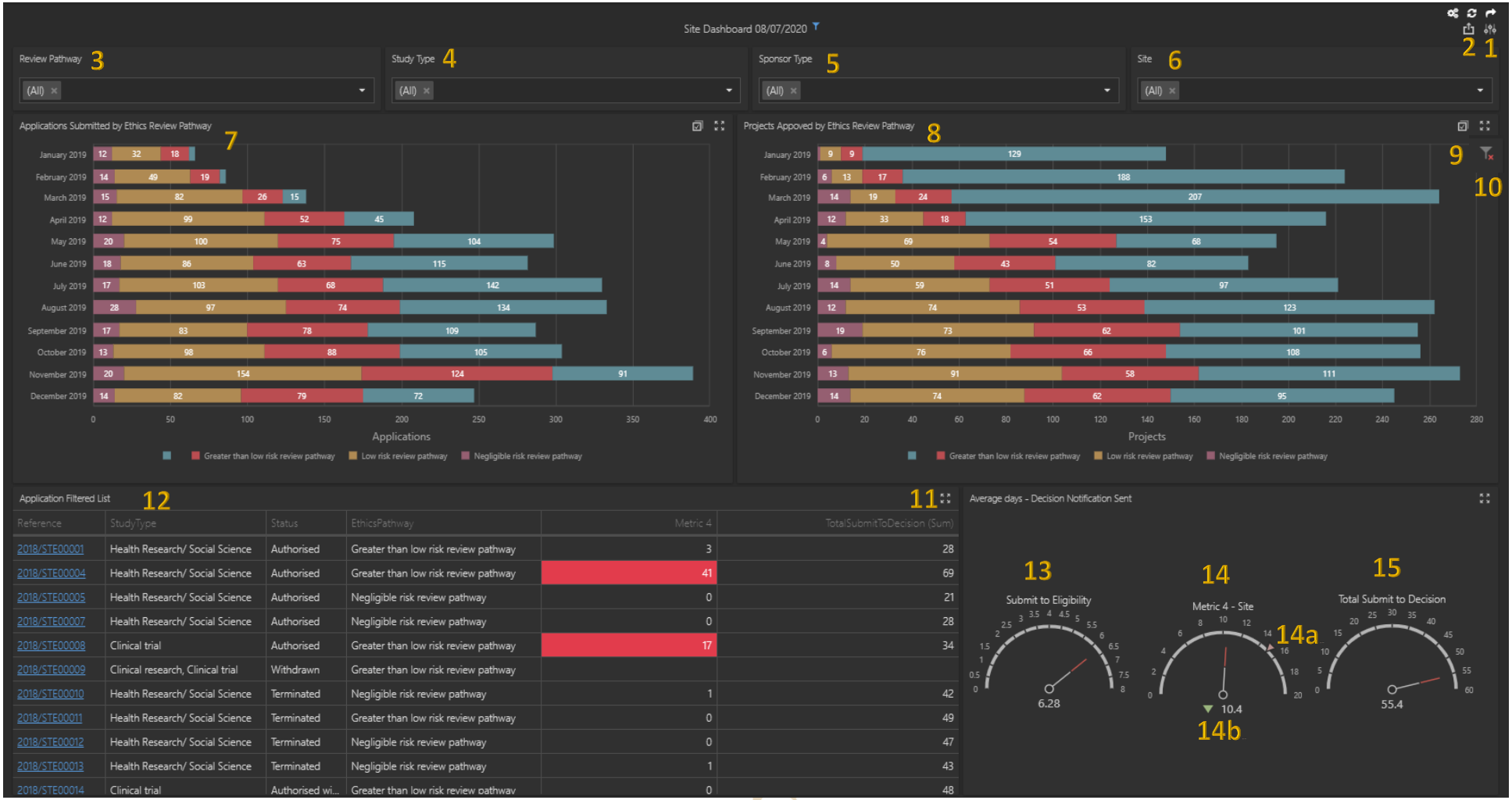
12. **Application filtered list**: This table shows data based off the filters applied above.

**Where no specific application/project filters have been selected it will show all data in the application AND project table.*

13. **Calculated field – Submit to Eligibility:** This shows the average time (of the filtered data) in the research office hands from the first time the application was submitted to when the application was made eligible.

14. **Calculated field – Metrics 4:** This shows the average (of the filtered data) metrics 4 as described in the metrics manual. **As the count for greater than low risk and low/negligible risk is the same this can be used for all risk pathways.*
**14a Metric marker:** This shows the current metric count (45 ethics, 15 site)
**14b Metric success indicator:** This shows if the average is within the metric (green = yes, red = no)

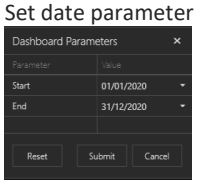
15. **Calculated field – Total submit to decision:** This shows the average total time (of the filtered data) between when an application is submitted to when the final decision is made. (authorised/authorised with conditions/not authorised)


Site Dashboard 08/07/2020
Review Pathway 3
Study Type 4
Sponsor Type 5
Site 6
(All)
2 1
Applications Submitted by Ethics Review Pathway 7
Projects Approved by Ethics Review Pathway 8
9
10
Applications
Projects
Greater than low risk review pathway
Low risk review pathway
Negligible risk review pathway
Application Filtered List 12
11
Reference
StudyType
Status
EthicsPathway
Metric 4
TotalSubmitToDecision (Sum)
2018/STE00001 Health Research/ Social Science Authorised Greater than low risk review pathway 3 28
2018/STE00004 Health Research/ Social Science Authorised Greater than low risk review pathway 41 69
2018/STE00005 Health Research/ Social Science Authorised Negligible risk review pathway 0 21
2018/STE00007 Health Research/ Social Science Authorised Negligible risk review pathway 0 28
2018/STE00008 Clinical trial Authorised Greater than low risk review pathway 17 34
2018/STE00009 Clinical research, Clinical trial Withdrawn Greater than low risk review pathway
2018/STE00010 Health Research/ Social Science Terminated Negligible risk review pathway 1 42
2018/STE00011 Health Research/ Social Science Terminated Greater than low risk review pathway 0 49
2018/STE00012 Health Research/ Social Science Terminated Negligible risk review pathway 0 47
2018/STE00013 Health Research/ Social Science Terminated Negligible risk review pathway 1 43
2018/STE00014 Clinical trial Authorised wi... Greater than low risk review pathway 0 48
Average days - Decision Notification Sent
13
Submit to Eligibility
6.28
14
Metric 4 - Site
14a
10.4
14b
15
Total Submit to Decision
55.4

## Using the dashboard to report activity

**Total number of applications received in 2020**

1. Set date parameter



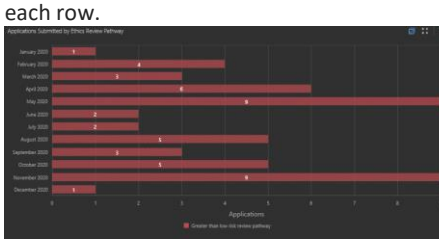

2. Use the Review Pathway Filter – select Greater than low risk. (use same steps for LR by selecting the LR/NG filter options)

   If you want just a count – add the numbers of each row of the Application Submitted by Ethics Review Pathway.

   Clear master filer and start next filter.

   If you want to see a list of each of the applications follow steps 3

3. On the applications submitted table select the multi-select tool and click each row.



   The Application Filtered List will list ONLY those rows that were selected in the above table.
   You can click on any of the IDs to be taken to that study.

4. To export the information Export To, select format e.g. excel. The list will appear in the "Application Filtered List" tab.

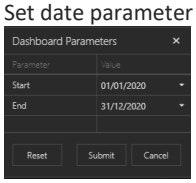
Make sure you "Clear Master Filters" on any of the tables before starting a new search.

**REMEMBER: until you specifically filter from the application or project table the data in the filtered list is from both tables.**

**REMEMBER: you need to clear the Master Filter before starting a new search**

**Number of applications approved in 2020**

1. Set date parameter



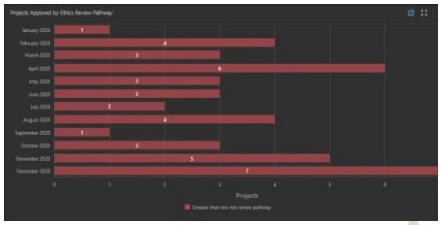

2. Use the Review Pathway Filter – select Greater than low risk. (use same steps for LR by selecting the LR/NG filter options)

   If you want just a count – add the numbers of each row of the Projects Approved by Ethics Review Pathway.

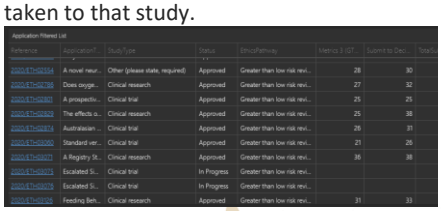
   Clear master filer and start next filter.

   If you want to see a list of each of the approved studies follow steps 3

3. On the Project Approved table select the multi-select tool and click each row.



   The Application Filtered List will list ONLY those rows that were selected in the above table.
   You can click on any of the IDs to be taken to that study.



4. To export the information Export To, select format e.g. excel. The list will appear in the "Application Filtered List" tab.

Make sure you "Clear Master Filters" on any of the tables before starting a new search.

**Number of application Not Approved or Withdrawn in 2020.**

1. Using the same steps for applications received filter and export the download list.
2. In the spreadsheet (Application filtered list") filter for status of "Not Approved" or "Withdrawn"

Make sure you "Clear Master Filters" on any of the tables before starting a new search.

**Number of applications for which response to the Committee was outstanding by the end of 2020**

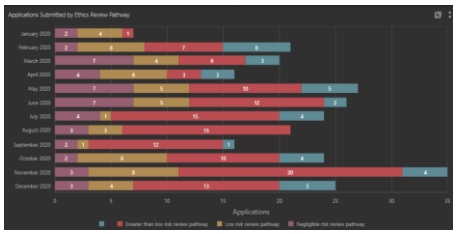
1. Using the same steps for applications received filter and export the download list.
2. In the spreadsheet (Application filtered list") filter OUT Approved, Approved with Conditions, Not Approved, Withdrawn.

   You are left with a list of applications that are still going through the review process.

***this type of search/filter would need to happen at the very end of the reporting period or the very beginning of the next as it is dependent on the status.**

## Using the dashboard to Quality Check (QC) Data

**Ethics Pathway Exists**



1. Using the Applications Submitted table and Project Approved table identify studies that do not have an ethics pathway (blue).
2. Select a row, the Application filtered list will show only those studies.
3. Click on a study identifier in the Application Filtered List
   *right click on your mouse to select to open in a new tab so you don't loose your dashboard page.*
4. Management → Classifications → Edit → Add classification → Classification Type = Ethics pathway → select option → Click apply.
   If the study has been approved/authorised make sure this action is completed/checked in the Application AND Project.

Make sure you "Clear Master Filters" on any of the tables before starting a new search.

**REMEMBER: changes made to classifications will not be represented in the dashboard until the next day.**