

Hello All,

Issue 10 of the REGU/REGIS newsletter.

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- Researcher training
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- Research Office contribution - *The Regional and Remote Community of Practice*

Roundtable slides

Please find attached the slides from the April Roundtable.

Upcoming Research Office Education Sessions

Research Office training sessions have been scheduled for the remainder of the year. Please book your place here: <https://ohmrrredcap.health.nsw.gov.au/surveys/?s=ARNFJRFXTTE>

If a session or cycle is no longer available you can contact the REGIS team on regis@health.nsw.gov.au and request to be placed on the waiting list.

REGIS Training	Jun	Aug	Oct	Dec
Pre-Training Setup (Wed): All Users	16	11	6	1
Day 1 (Mon): All Users (AM/PM sessions are mandatory) AM Session: Understanding the system and settings. PM Session: Ethics and Governance Eligibility.	21	16	11	6
Day 2 (Tue): Ethics Review and Meeting	22	17	12	7
Day 3 (Wed): Ethics Create decisions from within a Meeting and from the Application	23	18	13	8
Day 4 (Thurs): Governance Review and Authorisation	24	19	14	9
Day 5 (Fri): Governance Review and process Amendments, Safety Reporting and Milestone	25	20	15	10
Day 6 (Mon): Optional Managing and updating the Head of Department List	28	23	18	13

Researcher Training

Due to the overwhelming demand (700 to be exact!) we have temporarily closed the link for researchers to register their interest to attending REGIS training. 10 full cycles/weeks of training were scheduled, and all sessions quickly filled. Additional spaces have been added to all sessions and we anticipate these will shortly be fully subscribed.

Everyone who has registered their interest has been contacted by the REGIS team. Further online training opportunities will be advertised later in the year. If your researchers ask about future



Once the user clicks the eyeball, so it indicates “Not Visible” the edit item icon becomes available. The user can now change the Document Type or update the Title before creating the approval email.

Related documents

Title *
 Document type *
 Document version
 Document date
 Document descriptor
 Replace file No

Found 12 items

<input type="checkbox"/>	Title ^	Filename	Size	Document type	System Version	Tags	Date modified	Application version	Modified by	Relationship
<input type="checkbox"/>	2021/ETH00738 v1...	2021_ETH00738 v1_0...	144.1 KB	Change Tracking	1 *	Add tag...	27/05/2021	1.01 - Application ...	Becker, Kylie	<input type="checkbox"/>
<input type="checkbox"/>	2021/ETH00738 v1...	2021_ETH00738 v1_0...	144.7 KB	Change Tracking	1 *	Add tag...	27/05/2021	1.02 - Application ...	Becker, Kylie	<input type="checkbox"/>
<input type="checkbox"/>	Diary for personal ...	Patient Diary 2.docx	17.6 KB	Participant Diary	3 *	Add tag...	27/05/2021	1.02 - Application ...	Becker, Kylie	<input type="checkbox"/>
<input type="checkbox"/>	HREA	HREA.docx	49.8 KB	Application	3 *	Add tag...	27/05/2021	1.02 - Application ...	Becker, Kylie	<input type="checkbox"/>
<input type="checkbox"/>	HREA	HREA.pdf	204.4 KB	Application	3 *	Add tag...	27/05/2021	1.02 - Application ...	Becker, Kylie	<input type="checkbox"/>
<input type="checkbox"/>	Master Arm 1-1-01...	Master_PISCF_Arm 1...	102.5 KB	Participant Inform...	1	Add tag...	27/05/2021	1.02 - Application ...	Becker, Kylie	<input type="checkbox"/>
<input type="checkbox"/>	Master Arm 2-1-05...	Master_PISCF_Arm 2...	91.5 KB	Participant Inform...	1	Add tag...	27/05/2021	1.02 - Application ...	Becker, Kylie	<input type="checkbox"/>
<input type="checkbox"/>	Participant Questi...	questionnairev2.pdf	32.6 KB	Questionnaire	2 *	Add tag...	27/05/2021	1.02 - Application ...	Becker, Kylie	<input type="checkbox"/>
<input type="checkbox"/>	ProjectRegistration	054143_Project Regl...	1.9 MB	Application Attach...	1	Add tag...	27/05/2021	1.02 - Application ...	Becker, Kylie	<input type="checkbox"/>
<input type="checkbox"/>	ProtocolLv 1.docx	ProtocolLv 1.docx	67.8 KB	Study Protocol	1	Add tag...	27/05/2021	1.02 - Application ...	Becker, Kylie	<input type="checkbox"/>
<input type="checkbox"/>	Recruitment adver...	Master_Recruitment...	11.2 KB	Letter of Invitation	1 *	Add tag...	27/05/2021	1.02 - Application ...	Becker, Kylie	<input type="checkbox"/>
<input type="checkbox"/>	Submission_Original	Submission_Original...	4.7 KB	Application	3 *	Add tag...	27/05/2021	1.02 - Application ...	Becker, Kylie	<input type="checkbox"/>

Administration Contact – reports of Administration Contact not being cc’d in emails

Issue: Those with a contact role of “Administration Contact” are not cc’d into outgoing emails. The correct role is “Administration”.

Troubleshoot: If you receive a call that an admin is not receiving emails please check the following before asking the researcher log a call with helpdesk.

1. Locate study
2. Navigate to Contacts (under Management)
3. Search for anyone in a Role of “Administration Contact”

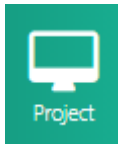
Role ^	Contact	Ph
Administration Contact	Kylie Becker	

- a. If Administration Contact exists – select edit item

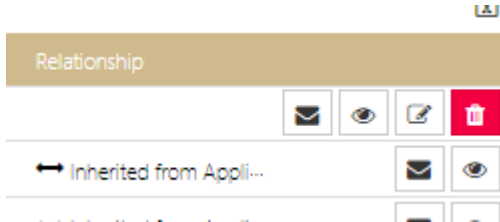


- b. In the wizard change role from “Administration Contact” to “Administration” and click OK.

If the study has been approved/authorised make the changes in the Project NOT the Application.



Roles without a Relationship are the roles that are directly related to the study you are in.



System Functionality: The REGIS team is investigating how to have the “Administration Contact” role removed.

Research Office Contribution

We are extremely happy to have our first Research Office Contribution to the REGU/REGIS fortnightly email.

Have something that might be useful but you’re not sure? Feel free to call or email any of our team to discuss.

The Regional and Remote Community of Practice

The R&R CoP is made up of individuals passionate about good research governance with representatives from: Illawarra Shoalhaven, Mid North Coast, Murrumbidgee, Northern NSW, Southern NSW, and Western NSW Local Health Districts. The CoP provides a forum for shared knowing and learning on all matters research ethics and governance. Through joint activities and discussions members help and support each other, share information, experiences, tools, and ways of addressing recurring problems.

If you are interested to know more you can contact the CoP through [@Rebecca Lavery \(Northern NSW LHD\)](#)