

REGIS Comms – Tuesday 20 April

In this issue:

- Education session survey
- Upcoming education sessions – Research Office
- Upcoming education sessions - Researcher
- HOD template updated
- Minor configuration changes
- Issues log – items closed
- Sandpit updated/wiped and updating your contact
- Managing review COI in REGIS

Education Session Survey

Thank you to all those that attended the recent cycles of REGIS online training. If you attended the sessions, we would like to hear your feedback and have created a short survey that should take 1-2 minutes to complete;

<https://ohmredcap.health.nsw.gov.au/surveys/?s=NTFPKLMJ9E>

Upcoming Education Sessions

Moving forward, we will be holding regular Research Office training every two months. Please see agenda and dates below;

| Training Cycle Agenda |
|--|
| Day 1: (AM/PM sessions are mandatory) AM Session: Understanding the system and settings. PM Session: Ethics and Governance Eligibility. |
| Day 2: Ethics session – Review and Meeting |
| Day 3: Ethics session – Create decisions from within a Meeting and from the Application |
| Day 4: Governance session – Review and Authorisation |
| Day 5: Governance session – Review and process Amendments, Safety Reporting and Milestone |
| Day 6: Optional session – Managing and updating the Head of Department List |

| June REGIS Training | |
|-------------------------------|------------------------|
| Pre-Training Setup: All Users | Wednesday 16 June 2021 |
| Day 1: All Users | Monday 21 June 2021 |
| Day 2: Ethics | Tuesday 22 June 2021 |
| Day 3: Ethics | Wednesday 23 June 2021 |
| Day 4: Governance | Thursday 24 June 2021 |
| Day 5: Governance | Friday 25 June 2021 |
| Day 6: Optional | Monday 28 June 2021 |

| August REGIS Training | |
|-------------------------------|--------------------------|
| Pre-Training Setup: All Users | Wednesday 11 August 2021 |
| Day 1: All Users | Monday 16 August 2021 |
| Day 2: Ethics | Tuesday 17 August 2021 |
| Day 3: Ethics | Wednesday 18 August 2021 |
| Day 4: Governance | Thursday 19 August 2021 |
| Day 5: Governance | Friday 20 August 2021 |
| Day 6: Optional | Monday 23 August 2021 |

| October REGIS Training | |
|-------------------------------|---------------------------|
| Pre-Training Setup: All Users | Wednesday 6 October 2021 |
| Day 1: All Users | Monday 11 October 2021 |
| Day 2: Ethics | Tuesday 12 October 2021 |
| Day 3: Ethics | Wednesday 13 October 2021 |
| Day 4: Governance | Thursday 14 October 2021 |
| Day 5: Governance | Friday 15 October 2021 |
| Day 6: Optional | Monday 18 October 2021 |

| December REGIS Training | |
|--------------------------------|---------------------------|
| Pre-Training Setup: All Users | Wednesday 1 December 2021 |
| Day 1: All Users | Monday 6 December 2021 |
| Day 2: Ethics | Tuesday 7 December 2021 |
| Day 3: Ethics | Wednesday 8 December 2021 |
| Day 4: Governance | Thursday 9 December 2021 |
| Day 5: Governance | Friday 10 December 2021 |
| Day 6: Optional | Monday 13 December 2021 |

Researcher Training

140 researchers have registered their interest in attending REGIS training. We will shortly be contacting them with session dates and times.

Please encourage your research community to [register their interest](#) in attending REGIS training.

Proposed Researcher Education Agenda

Day 1

| | |
|-------------------|--|
| 1:00 PM – 2:30 PM | Webinar 1 General overview of REGIS, touching on the introduction of Governance post-approval activities which will be discussed further in Day 5. |
|-------------------|--|

Day 2

| | |
|-------------------|--|
| 1:00 PM – 1:30 PM | Webinar 1: Registering and submitting a project when Ethics is to exist in REGIS and when Ethics exists outside of REGIS. |
| 1:45 PM – 2:15 PM | Webinar 2: Creating and submitting a HREA (ETH). |
| 2:30 PM – 3:00 PM | Webinar 3: Creating and submitting an SSA (STE) when Ethics exists in REGIS and when Ethics exists outside of REGIS. |

Day 3

| | |
|-------------------|--|
| 1:00 PM – 1:30 PM | Webinar 1: Resubmitting an ineligible application and when HOD not supported. |
| 1:45 PM – 2:15 PM | Webinar 2: Responding to the two types of requests for information; Decision Pending and Approved/Authorised Pending. |

Day 4

| | |
|-------------------|--|
| 1:00 PM – 1:30 PM | Webinar 1: Creating and submitting Ethics amendments and responding to a request for information. |
| 1:45 PM – 2:15 PM | Webinar 2: Creating and submitting safety reports. |
| 2:30 PM – 3:00 PM | Webinar 3: Submitting a progress report to a NSW/ACT HREC and short overview of external HREC progress reports submitted in REGIS. This will be discussed further in Day 5. |

Day 5

| | |
|-------------------|--|
| 1:00 PM – 1:30 PM | Webinar 1: Overview of Governance post-approval activities in REGIS. |
| 1:45 PM – 2:15 PM | Webinar 2: Creating and submitting Governance amendments and responding to a request for information. |
| 2:15 PM – 2:45 PM | Webinar 3: Creating and submitting safety reports. |

3:00 PM – 3:30 PM

Webinar 4: Submitting Governance milestones (Certificate of Currency, External HREC Progress/Final Reports and First Patient In)

Template updated – Head of Department

Thank you to those who have provided feedback on the HOD template during the training sessions. The HOD template has been revised to include the following changes:

- Calvary mater is now included as part of the template
- Descriptions are added to enable a better understanding of what must be filled and what is not required (e.g. Permissions and Access groups are **NOT** required when submitting HOD or CE requests, however, when removing a position, position title **MUST** match REGIS)

Download the below for on-going changes.

[New Head of Department Upload - Template Spreadsheet](#)

Minor Configuration Changes

The following changes have been made in REGIS production.

Specialists' subcommittee and other meeting types mandatory meeting closing date reduced from 3 – 1 day.

The requirement for a meeting closing day to be at least 3 days before a meeting has been reduced in REGIS to 1.

COVID Classifications no longer active

The classifications used to collect COVID data has been made inactive.

COVID 19 structured data (COVID menu) no longer active

The COVID menu option has been made inactive.

Issue Log

Date logged: 16 Mar 21

Issue described in log: Some documents downloaded from internal portal have the document type appearing as 'Invalid Formula'

Outcome: F1 identified an issue in the forms, a fix was released on 9 Apr 21

Date logged: 16 Mar 21

Issue described in log: Duplicate document PDF/Word

Outcome: Post approval forms should no longer create a word version and PDF on submission. Only a PDF will be created.

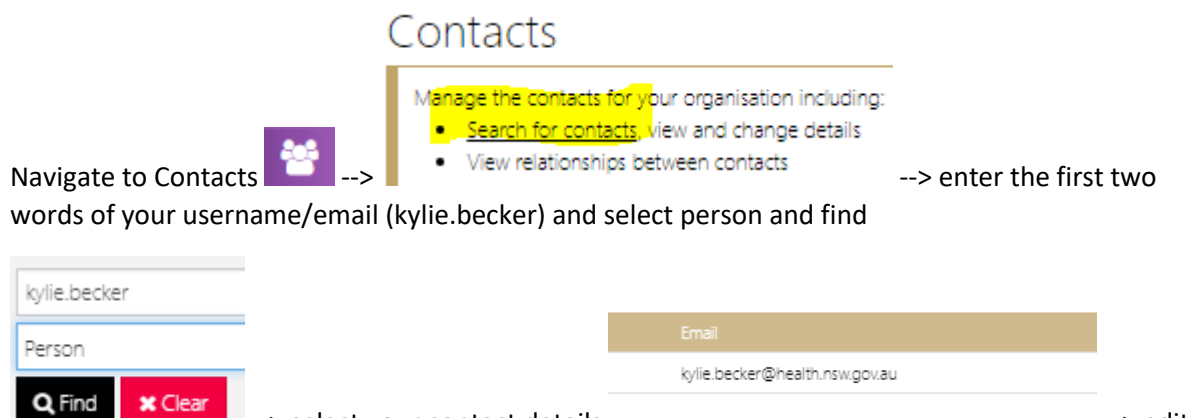
Sandpit Update


On Wednesday 14 April Sandpit was updated to bring it back in line with the UAT and Production environments. To update the sandpit environment the vendor has to wipe all application/projects, users of Sandpit will have to recreate applications.

Sandpit contact details

When sandpit is refreshed all contact are “sanitised” to ensure system generated emails are not sent to real people.

You will notice, when you log into sandpit, that your name has changed.



Navigate to Contacts  --> Manage the contacts for your organisation including:

- Search for contacts, view and change details
- View relationships between contacts

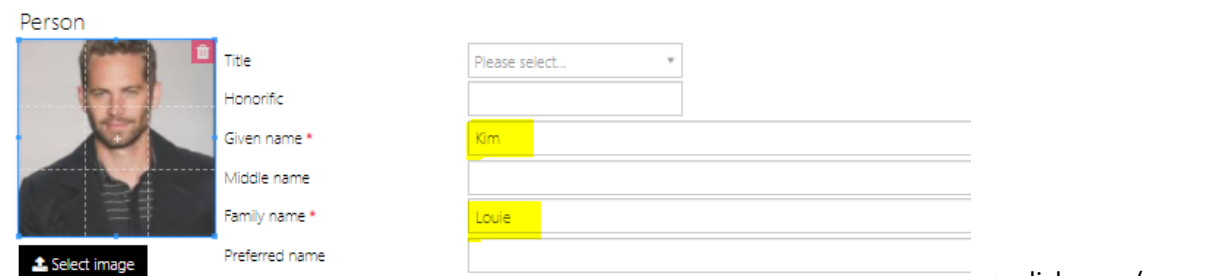
--> enter the first two words of your username/email (kylie.becker) and select person and find

Person

Email

--> select your contact details your first and last name --> edit

Kim Louie



Person

Title

Honoric

Given name *

Middle name

Family name *

Preferred name

--> click save (even if it looks greyed out)

Managing Conflict of Interest (Reviews)

Issue: A RO contact our team to report that a reviewer had entered a COI in their review that was not actually a COI and could the review be unlocked.

Together the RO and REGIS team did a little investigation and we have determined that the RO can unlock a review that has had a COI reported.

Outcome: Search and navigate to the application → navigated to reviews → select “Application reviewers” → selected the gavel icon

Edit Application Review

Identifier: 3811
 Name: HREC Review 2021/ETH00659
 Description:
 Review type: Full Committee Review - Hunter New England HREC
 Date due: 20/04/2021 at 11:00 PM
 Date created: 08/04/2021 1:51:56 PM
 Bulk review: No

Applications | Reviewers | **Application reviewers**

Application reviewers

Filters
 Status: Active only
 Search [X] Reset

| Application identifier | Application title | System version | Reviewer name | Reviewer role | Review status | Review stage | Active | COI | Allow report submission |
|------------------------|--------------------------------|----------------|-------------------|---------------|---------------|--------------|--------|---------|-------------------------|
| 2021/ETH00659 | Detection of Pre-21/04/21/4/09 | 1.00 | Ackland, Stephen | Lead Reviewer | Cancelled | Review | Yes | Yes | Yes |
| 2021/ETH00659 | Detection of Pre-21/04/21/4/09 | 1.00 | Conlan, Mary | Lead Reviewer | Pending | Review | Yes | Pending | Yes |
| 2021/ETH00659 | Detection of Pre-21/04/21/4/09 | 1.00 | Gerrand, Nicole | Reviewer | Pending | Review | Yes | Pending | Yes |
| 2021/ETH00659 | Detection of Pre-21/04/21/4/09 | 1.00 | Mituff, Christine | Lead Reviewer | Pending | Review | Yes | Pending | Yes |
| 2021/ETH00659 | Detection of Pre-21/04/21/4/09 | 1.00 | Verogan, Anne | Reviewer | Pending | Review | Yes | Pending | Yes |

Items per page: 10

Change the “Do you have a COI” from Yes to “Please select” → save → big save.

Do you have a conflict of interest? Please select...

Comments: I have worked with Aaron in a minor way, on development of cardiology locally

Save Cancel

In the external portal

- Reviewer will need to navigate to reviews section at the top menu option → click the filter icon next to the search and add the cancelled filter
- Select review re-do COIit is now pending and ready to complete or save and complete later
 - If completing later reviewer will be able to see the review in their activities section.

Your activities

- Reviews: 1 to action
- Projects: 10 total
- Meetings: 1 coming up, 1 RSVP

