

REGIS Comms – Tuesday 6 April

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Upcoming Education Sessions

Research Office Education Sessions

Cycle 5 of the Research Office online training was rescheduled from starting on Monday 29th March to Tuesday 6th April and will now finish on Tuesday 13th April. Once this cycle is completed, future training sessions will be held every 2 months. Once dates have been finalised, they will be circulated to all Research Offices.

Researcher Education Sessions

With feedback from the REGIS Researcher Interest Group we have put together a suite of online (live) REGIS education sessions for Researchers. A pilot run through of the sessions has been scheduled for the Friday 23rd April through to Thursday 29th April and will be attended by members of the REGIS Researcher Interest Group. A full schedule of sessions will be made available shortly.

Researchers can register their interest [here](#) or from the link on the REGIS website.

The screenshot shows a webpage with a dark background. On the left, there is a text block: "Wed 10 March: Milestone reminders switched on, received a reminder and not sure what to do?". Below this is a link: "Read this milestone reminder guidance." and a note: "Quick Reference Guides and Walkthrough videos are available [here](#)." A red box highlights the text: "Researcher Training - register your interest to attend REGIS online training." Below that is another link: "NEW RESEARCHER RESOURCE: Understanding the qualification flow in REGIS." On the right side, there is a white box titled "USER LOGIN" with fields for "Email" (containing "kylie.boecker@health.nsw.gov.au") and "Password", a "Login" button, and two buttons at the bottom: "CAN'T ACCESS YOUR ACCOUNT? Reset your password" and "DON'T HAVE AN ACCOUNT YET? Register".

The research education sessions have been designed as modular training; this means that attendees will be able to attend short, focused sessions of their choosing.

Once we have completed the pilot research education sessions and reviewed any feedback, we will organise future Researcher/Coordinator education sessions and those dates will then be released on the REGIS website along with an agenda.

Researcher Education Preliminary Pilot 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.
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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.
1:30 PM – 2:00 PM	Webinar 2: Creating and submitting a HREA (ETH).
2:00 PM – 2:30 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.
1:30 PM – 2:00 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.
1:30 PM – 2:00 PM	Webinar 2: Creating and submitting safety reports.
2:00 PM – 2:30 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.
1:30 PM – 2:00 PM	Webinar 2: Creating and submitting Governance amendments and responding to a request for information.
2:00 PM – 2:30 PM	Webinar 3: Creating and submitting safety reports.
2:30 PM – 3:00 PM	Webinar 4: Submitting Governance milestones (Certificate of Currency, External HREC Progress/Final Reports and First Patient In)

Reports

Metrics 4 report updated

Principal Investigator Name and Application title.

How to download a report from REGIS.

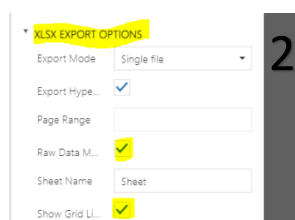
Start → Reports → NEW_Metric 4 report _publish

Enter date parameters – this report is written with the Authorisation date as the parameter guide so only Authorised studies will show.

Export Options

On the right hand side select Export Options and then XLSX EXPORT OPTIONS

Click Raw Data & Show Grid Lines



XLSX EXPORT OPTIONS

Export Mode: Single file

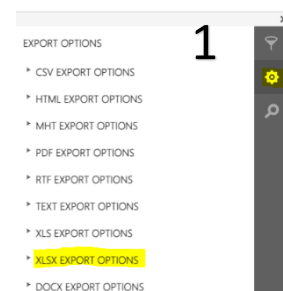
Export Hype:

Page Range:

Raw Data M...:

Sheet Name: Sheet

Show Grid LI...:



Export to: XLSX



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Missing Data in some of the fields? The following fields pull from classifications and can be updated (in the application and project), the updated data will show the next day.

Category of Research, Ethics Pathway, NMA, Sponsor Type, Study Type, Phase, Clinical Trial Type, CTN/CTX, EPCT, Migrated

Remember changes made to the data (updating classifications) won't show in the report until the next business day.

Metrics 4 report won't show applications that are currently under review. You can use the dashboard for this.

The metrics reports available in REGIS provide a more holistic view of approved studies and you may have to filter the report.

Application/Status clean up

(User Group – Enhancement Request – Must Have)

Q146 - REGIS status - Status definitions, especially once the SSA/HREA is approved. It used to be open/closed in this research office but now there are a lot more options. Are they all necessary or can we have an exercise where we reduce some of the options? Just as a sample, some status options include suspended, halted, declined, suspended (COVID), declined, Pause (COVID), potential, successful.

The following status have been hidden from view in the internal portal, there may be applications/project currently in these statuses, but they can no longer be manually selected.

- Abandoned (COVID)
- Active
- Declined
- Information Provided – Decision Pending
- Pause (COVID)
- Pending Submission
- Potential
- Submission Pending
- Successful
- Suspended (COVID)
- Terminated (COVID)
- Unsuccessful
- Withdrawn (COVID)

Current Status

Below is a list of the current status' in REGIS, all are triggered through system workflows but can also be manually accessed by the RO.

Status Name	Application/Project/Both	Program (ETH/STE/PR)

Abandoned	Both	
Approved	Both	Ethics
Approved (Pending Decision Email)	Application	Ethics
Approved pending further information	Application	Ethics
Approved with conditions	Both	Ethics
Approved with conditions (Pending Decision Email)	Application	Ethics
Assigned to meeting	Application	
Authorised	Both	Site
Authorised (Pending Decision Email)	Application	Site
Authorised with Conditions	Both	Site
Authorised with Conditions (Pending Decision Email)	Application	Site
Closed (post analysis)	Both	
Completed	Both	
Completed pending HOD	Application	Site
Decision Pending Further Information	Application	
Deleted	Both	
Eligible	Application	
Halted	Both	
HOD Not Supported	Application	Site
In Progress	Application	
Ineligible	Application	
Information provided	Application	
Information Requested	Application	
Not approved	Both	
Not approved (Pending Decision Email)	Application	Ethics
Not Authorised	Both	Site
Not Authorised (Pending Decision Email)	Application	
Pending CE	Application	Site
Submitted	Application	
Suspended	Both	
Terminated	Both	
Under Review	Application	
Valid	Application	Site
Withdrawn	Application	
Withdrawn by applicant*	Application	

**withdrawn by applicant is currently required to be changed by the RO, a future enhancement will workflow this status*

Quick Reference Guide

Following on from the Dashboards webinar a new QRG [Understanding Dashboards](#) has been published.

More Information Forms – Editor access

Issue: Researchers with Edit access to a project in REGIS were not receiving automatic access to the More Information forms.

Fix: At 10.10am this morning a fix was made that will allow those with Edit rights to automatically access the More Information forms.

If your office receives any further calls regarding this issue they should log with helpdesk.

[Future Releases](#)

Data migration is on schedule to be release Wednesday 7 April.