

HEALTH + MEDICAL RESEARCH



REGU/REGIS Newsletter | Issue 22 | 16 November

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A message from WA Health

Reminder: Reporting obligations under Part 9E of the *Guardianship and Administration Act 1990 (GAA)* in Western Australia

Audience: Research Office/Researchers



WA Health

Dear Human Research Ethics Committee Officers,

This is a friendly reminder regarding the reporting requirements under [Part 9E of the *Guardianship and Administration Act 1990 \(GAA\)* in Western Australia](#).

1. Researchers must submit reports for Research Candidates enrolled under Part 9E of the WA *Guardianship and Administration Act 1990 (GAA)* to the WA Department of Health within 15 calendar days of enrolling the Research Candidate. This is a requirement of the legislation. Please ensure that

researchers in your organisation are also aware of this obligation. We thank you for facilitating the timely submission of these reports.

- The Report template can be downloaded from the WA Health Research Governance Service website, on the [Document Templates page](#).
- Submissions should be made to the Research and Innovation Office, Department of Health at RIO.DOH@health.wa.gov.au within 15 calendar days of enrolling the Research Candidates.

2. HRECS are requested to also notify the WA Department of Health of any new research projects approved by the HREC which involve the use of the provisions in Part 9E of the GAA in the research protocol. This information is provided to the WA Minister for Health and assists the Department of Health in reconciling the reports from researchers. Please email RIO.DOH@health.wa.gov.au when your HREC approves a project, including the project name, HREC reference number and date of HREC approval.

REGIS Live Dashboard (Phase 1)

Feedback closes Friday 19th November

Audience: Research Office



The REGIS team was excited to present the REGIS Live Dashboard on Friday 5th November to you all. If you haven't already we would appreciate you sending through your feedback on phase 1 of the dashboard.

Phase 2 of the dashboard will provide a better breakdown of the total time metric including HOD and CE time for STE and will also incorporate functionality from the feedback from the phase 1 release.

If you couldn't attend the webinar or would like a refresher the [Research Office Webinar](#) has been edited down to 27mins, the written [Quick Reference Guide](#) is also available.

The feedback survey is available [here](#):

<https://ohmredcap.health.nsw.gov.au/surveys/?s=KJFKWWMF4W4DXDLT> the survey will be closed the afternoon of Friday 19th November.

The REGIS team would like to thank the 4 LHD's that participated in the initial consultations.

REGIS Overview Page

Phase 1 Release

Audience: Research Office

What is the overview page

The overview page gives a live clock count of the metric and a visual representation of the applications transition through the review phase.

Metric 3 (Total Time) 90 days

Metric 4 (Total Time) 60 days

- **Progress Bar**

A visual representation of the applications total time progressing through the review process. The bar will progressively fill in with color as the days progress.

- ETH 90-46 Green, 45-21-45 Orange, 20-0 Red.
- STE 60-46 Green, 45-21 Orange, 20-0 Red.

- **Application Breakdown**

An at a glance representation including number of information requests, number of meetings and reviews assigned, how many days the application has been in it's current status and a breakdown of how many days the application has been in the Research Office hands and in the Researcher hands.

This section also provides simple benchmarking against applications from the LHD and NSW.

The number is the average and a red arrow indicates the application is over the average and a green arrow indicates the application below the average.

Note: STE Research Office = RO + CE, Researcher = HOD and Researcher.

Phase 2 of this page will break out the Researcher, HOD, RO and CE counts.

- **Contacts**

This section provides a snapshot of useful information including the CPI, Admin, Principal Organisation, HREC Sponsor and Sponsor type.

Hover over the CPI or Admin details for a pop up screen to appear to allow you to send them an email or view their contact details in the system.

The help page has been enabled to provide supporting information.

Category	Value	Target	Variance
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A QnA webinar for Research Offices was held on Tuesday 16th November. For anyone who couldn't attend the webinar or would like a reminder the video can be accessed on the REGIS website: <https://regis.health.nsw.gov.au/news-and-events/regis-office-webinars/>

Data



Audience: Research Office

Set a reminder in your calendar - Data Quality Due dates

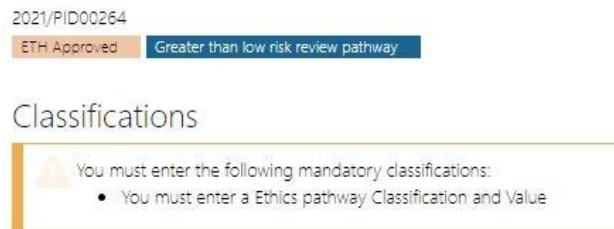
From 2022 the OHMR team will extract metrics data from REGIS on the following dates to prepare and provide reports for the CE's performance meeting.

- **Q4-2021:** Monday 10 January 2022

- **Q1-2022:** Monday 11 April 2022
- **Q2-2022:** Monday 11 July 2022
- **Q3-2022:** Monday 10 October 2022
- **Q4-2022:** Monday 9 January 2023

Data, e.g classifications, should not be changed in the system after this date.

Ethics Pathway Classification



A correct Ethics Pathway Classification is one of the most important classifications to ensure the correct reporting of metrics data.

Whilst there have been a number of system enhancements this year to improve the flow and consistency of ethics pathway data, there are still a number of applications/projects with a missing ethics pathway classifications.

How to identify and correct:

The Ethics pathway tag is created by information provided during the submission of the HREA (ethics in REGIS) or Project Registration (ethics outside of REGIS). The information is pushed through to the classifications section of the application in the internal portal and a tag is created as a visual label for the classification.

ETH in REGIS: If during the review the ethics pathway is identified as incorrect, the preferred method of correction is to request the researcher update the information in the HREA during a request for information. This will update tags and classifications on the ETH and any related STE.

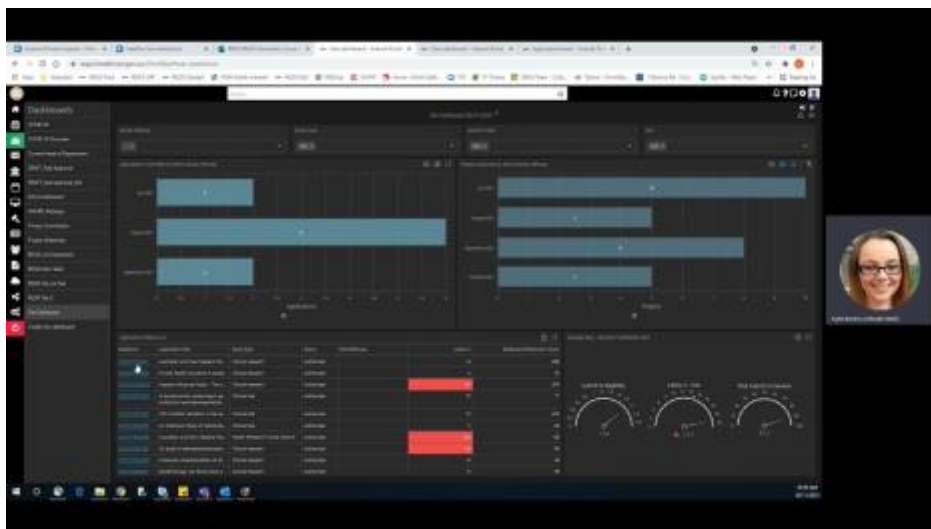
If the ethics pathway is identified as incorrect at the end of the review the research office can update the classification.

ETH out of REGIS: If during the review the ethics pathway is identified as incorrect the research office can manually update the ethics pathway classification, as the information was provided in the project registration and not the STE form.

Other items to be aware of

- Manually changing the tag will not update the classification in that application or any other related applications.

- Changing the ethics pathway classification before the application is approved will ensure the project creates with the correct classifications.
- If the study has already been approved/authorised please check the application and project for correct classifications.
- Manually updating the Ethics Pathway classification is described in the how to use the Ethics and Site Dashboards QRG: <https://regis.health.nsw.gov.au/media/1766/qrg-ro-dashboards.pdf>



1 - Learn how to use dashboards to identify data quality issues. <https://www.youtube.com/watch?v=pPH0IkXRIG0&t=3s>

Research Office Contribution

Introduce new team members

OHMR would like to introduce our newest team member Jackie Nie.

Jackie has come to us from Ramsey Health (North Shore Private) where she was the Research Governance Offer. Some of you may have already crossed paths with Jackie in her previous role.

Jackie has taken on the role of the Policy Officer and will be involved with the SEBS committee and data analytics amongst many other things.

Got new team members? Send through their name, role and something about them (and a photo if you want) and we'll welcome them here.

Share, share, share

If your office is doing anything that you would like to share, please send it through to regis@health.nsw.gov.au.

Previous Versions of REGU/REGIS Newsletter

Audience: Research Office/Researcher

All previous version of the fortnightly email are available from the REGIS website: <https://regis.health.nsw.gov.au/news-and-events/regis-office-webinars/>