HEALTH+MEDICAL RESEARCH

NSW
GOVERNMENT

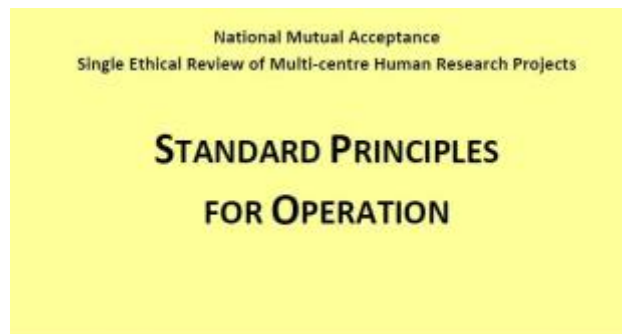# REGU/REGIS Newsletter | Issue 2 | 1 February 2022

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National Mutual Acceptance - Standard Principals for Operation Updated January 2022

NMA Guidelines for Low and Negligible Risk (LNR) Research Review

Audience: Research Office/Researchers

1 - NMA Standard Principals for Operation

This Guideline represents an interpretation of the National Statement on Ethical Conduct in Human Research (the "National Statement") as it applies to low and negligible risk research. It is intended to provide greater consistency amongst HRECs and others in interpreting and clarifying some of the concepts contained in the National Statement. It should not be used as a substitute for reading and applying those concepts as directly expressed in the National Statement and other related documents.

[NMA Standard Principals for Operation updated January 2022](#) - see further information and resources

REGIS Team

REGIS Onboarding and Support Specialist - Welcome Raul Nigli

Audience: Research Office/Researchers

2 - Welcome Raul - REGIS onboarding and support specialist

We are excited to announce that after a very competitive recruitment round (thank you to everyone who applied) the newest member of the REGIS team will be Raul Nigli.

Raul will start on Thursday 3rd February and comes to the team with a strong IT and customer service background, holding a degree in Computer Science Engineering and a Masters of Business Administration. Most recently Raul was involved in the pandemic response in the Contact Tracing Team and the State Health Emergency Operations Centre. In these roles Raul was responsible for the onboarding and training of new contact tracing staff, providing high level business support to key

internal and external stakeholders and integrated multiple business process improvements, collaborating with multiple stakeholders including Service NSW and Police.

Raul will take on the role of REGIS onboarding and support specialist and will be responsible for the onboarding of new jurisdictions and sites to REGIS. This role will also help fill a gap offering support to researchers and research offices (after an initial orientation period).

Contacting the Team

With a growing team we would like to remind you the best place to contact the REGIS team for initial support or guidance is the REGIS inbox (regis@health.nsw.gov.au).
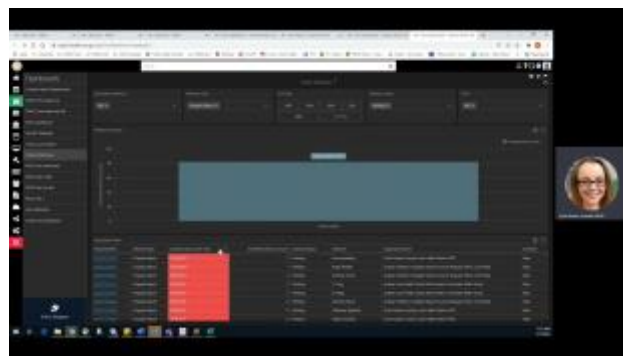

Upcoming Release/System Changes

Milestone Reminder Emails

Audience: Research Office

Initial notification sent 8 December 2021 via email

What is the Plan? The reminders will be switched on the 1st February 2022 and will be sent in bulk batches of approx. 1000 twice a week. Researchers will receive **one reminder email per overdue milestone (if multiple milestones are overdue researchers may receive multiple reminders per study)**. Once all reminder emails have been sent, any upcoming milestone will have reminders sent as expected.

Research Offices – to do. To reduce the number of reminder emails going out to Researchers (and then the number of enquiries coming through to the office), Research Offices should remove any overdue milestones from the system that do not need to be submitted. You can utilise the **Project Milestones dashboard** to view any overdue milestones in order to assist with removing milestones that were submitted and actioned externally. **See walkthrough video here**.

3 - Using the project milestone dashboard to identify overdue milestone (4:15)

1) Navigate to the Project and select 'Milestones' from the left-hand menu

2) Click the 'Edit' icon from the top right-hand corner to make the page editable

3) Click on the Delete red bin icon on the row of the milestone to be deleted

4) Select the 'Save' icon from the top right-hand corner

4 - Steps to delete surplus milestones

How do we know what to delete and what is genuinely overdue? Great question. This is where you will have to make a judgment call.

For those who have taken on REGIS functionality when released then you may not have to remove any milestones because they are all genuinely overdue.

If your office accepted external annual reports prior to the mandated use of REGIS then any progress report with a due date prior to January 2021 you may need to refer to external lists to identify items submitted/reviewed externally to REGIS.

Still not 100% sure what you need to do? If you are unsure of what you need to do please contact our team via the REGIS inbox (regis@health.nsw.gov.au) so we can guide you through your offices individual requirements.

Research Office Contribution

Western NSW LHD/Greater West HREC

HOW WE LEARNED TO STOP WORRYING AND LOVE ZOOM

The Greater Western HREC reviews ethics applications for Western, Far West, Murrumbidgee and Southern LHDs so our members are spread far and wide, from Broken Hill to Bega to Bathurst and other places not beginning with B. This has meant that, from its inception, the committee has had to meet in the virtual sphere, apart from one annual face-to-face meeting, whereas other committees have been forced into making the move due to COVID.

Previous to the range of platforms available today, meetings had to be booked and times rigidly adhered to which was both a curse and a blessing; a curse because everybody's screens could suddenly go blank if the meeting occasionally overran but a blessing in that it made everyone aware of the time ticking away and the need to focus on the agenda.

One of the bonuses of virtual meetings has been that it's much easier to arrange ad hoc meetings or change the timings as participants don't have to travel. Another is that you don't have to provide coffee and biscuits.

The widespread use of Zoom means that members can join meetings from almost anywhere and be visible to the rest of the committee when speaking. With previous platforms, people had to go into a local hub, which had to be specially set up, or connect by phone which meant the Chair had to be mindful to invite participation from those members not visible.

Overall, the experience of the Greater Western HREC in conducting meeting remotely has been a positive one and, it's hoped that other HREC's find the same.

If anyone would like to discuss virtual meetings with Phil please drop him a line
Phil.Sanders@health.nsw.gov.au

Who's next?

How is your office reaching out to your local research community? Are you holding online or face to face sessions? Do you have a newsletter? Have you created any support resources?

Share these things with your colleagues, I can guarantee there other research offices that would love to know what others are doing.

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

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.

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/