

HEALTH + MEDICAL RESEARCH



REGU/REGIS Newsletter | Issue 19 | 27 September 2022

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Reminder for Data Cleaning - Quarter 3, 2022

Audience: Research Office



Dear Colleagues,

Hope you are having a good start of the week!

This is the generic reminder for **REGIS data cleaning for Quarter 3 of 2022**.

We will pull the final data a week from now from REGIS on **Monday, 10 Oct 2022**.

Please refer to the email **attached** and the M3 & M4 QC dashboards on instructions of how data cleaning can be done **in 30 minutes**!

Jackie is available 6th or 7th of October, 2022 to answer any questions you may have. You can book a 30 minutes meeting with her via: [This link](#).

If you have questions or concerns, please feel free to let us know!

HREC Chairs & EOs meeting

Audience: Research Office & HREC Chairs

The annual HREC Chairs and Executive Officers meeting was held at Clifton's Margaret Street in the City last Friday and by all accounts was a very successful meeting.

There was a very interesting presentations from Rob Loblay, Chairman of the RPAH Ethics Review Committee on Managing and Investigating Serious Breaches and an active session where members were invited to raise issues they were currently experiencing with the opportunity to discuss with their peers.

One of the outcomes of the meeting was that members could see value in the opportunity to meet more often and OHMR will begin investigating options such as quarterly online options.

Thank you to everyone who attended and participated. We are seeking approval from our presenters to share their presentations and will send to attendees shortly.

Affiliated Health Organisation's (AHO) and REGIS

Audience: Research Office/Researcher

In light of some recent discussions we have included a section on Affiliated Health Organisations (AHO). Some Research Offices will be very familiar with AHO as they have close working relationships, other may not come across them very often.....or so they think.

This item is to help clarify how AHOs should or should not appear in REGIS.

What is an AHO?

AHOs are Organisations that have a legal definition under the [Health Services Act 1997 - section 13](#) but put simply they are Hospitals (that are non-profit, religious, charitable or other non-government institutions) that are treated as part of the public system.

In the context of Research an AHO can be approved as a NSW Health Site by any Lead HREC.

Currently there are two AHO's that are specifically listed in REGIS;

- St Vincent's Hospital Network (Ethics and Sites)
- Calvary Mater Newcastle (Site only)

Both sites are extremely active in Clinical Trials and Medical Research and have well established Research Office and Governance processes.

- Royal Rehab is in the process of being onboarded to REGIS with a final date in late 2022 to early 2023 to be confirmed.

[A full list of AHOs is available in Schedule 3 of the Health Services Act 1997](#)

How this works in REGIS

During the initial submission of an application in REGIS, St Vincent's Hospital Sites (& HREC) and Calvary Mater can be selected during Project Registration.

Site/STE applications will be created in REGIS.

 A screenshot of the REGIS Project Registration form. The 'Site' dropdown menu is open, showing 'St Vincent's Hospital Sites (& HREC)' as the selected option. Other options visible include 'Calvary Mater' and 'Other'. The form includes fields for 'Project Name', 'Project Number', and 'Project Type'.

1 - Entering an AHO, at Project Registration, that is a recognised site in REGIS (St Vincent's)

 A screenshot of the REGIS Project Registration form. The 'Site' dropdown menu is open, showing 'Calvary Mater' as the selected option. Other options visible include 'St Vincent's Hospital Sites (& HREC)' and 'Other'. The form includes fields for 'Project Name', 'Project Number', and 'Project Type'.

2 - Entering an AHO, at Project Registration, that is a recognised site in REGIS (Calvary Mater)

For all other AHOs, they can be listed in the "Other" tab in Project Registration. This will allow the site details to be prefilled into the External Sites menu.

 A screenshot of the REGIS Project Registration form. The 'Site' dropdown menu is open, showing 'Other' as the selected option. Other options visible include 'St Vincent's Hospital Sites (& HREC)' and 'Calvary Mater'. The form includes fields for 'Project Name', 'Project Number', and 'Project Type'.

3 - Entering an AHO, at Project Registration, that isn't a recognised site in REGIS

 A screenshot of the REGIS Project Registration form. The 'Site' dropdown menu is open, showing 'Other' as the selected option. Below the form, there is a table of external sites with columns for 'Site Name', 'Site Address', 'Site Phone', and 'Site Email'. The table contains one row with the following data: 'St Vincent's Hospital Sites (& HREC)', '100 Victoria Street, Sydney, NSW 2000', '02 9595 9595', and 'info@stvincents.org.au'.

4 - Example of how an external to REGIS site flows through to the internal portal from Project Registration

Amendment Addition of site

St Vincent's and Calvary can be selected as new sites in the NSW tab, STEs will be created.

All other AHOs to be listed on the Other tab, no STE will be created.

5 - Entering an AHO, for an addition of site amendment, that is a recognised site in REGIS

6 - Entering an AHO, for an addition of site amendment, that isn't a recognised site in REGIS

Annual reports

St Vincent's and Calvary will appear on Table 1 or 2.

Any other external (to REGIS) sites will need to be manually entered onto table 3.

7 - Example of where and how AHOs will appear in the NSW Annual Report

If you have any other questions about AHOs and REGIS please contact REGIS@health.nsw.gov.au

REGIS Live Dashboard - minor update

Audience: Research Office



The progress report information at the bottom of the current Live Dashboard has been removed, this is to make room for the next major release of Live Dashboard version 2, please stay tuned.

Opportunity for Manager Business Operations in OHMR

Audience: Research Office/Researchers

Applications for the Manager Business Operations role in the Finance, Infrastructure and Performance team are now open.

About this role

Working as part of a collaborative team, the Manager Business Operations manages strategic and operational projects to meet organisational objectives for the Office for Health and Medical Research, including financial management and reporting, management and coordination of support services, and development and governance of business processes.

Crown Clerk 9/10, salary from \$116,211 - \$128,061 p.a. plus Super and annual leave loading

For more information, read the full [Role Description](#).

The role has been advertised on our internal jobs board <https://jobs.health.nsw.gov.au/moh-int/jobs/manager-business-operations-169962> and externally.

Please feel free to circulate to your networks and/or forward to people you think may be interested.

Close Date: 11:50pm, Sunday 9 October 2022

Research Office Contribution

Supporting our Local Research Community - CCLHD Research Office

Hello from CCLHD,

The CCLHD Research Office has been busy throughout this year, ensuring that our local research community are supported through various online and face-to-face education sessions. This is in addition to conducting routine review and authorisation of quality improvement and research applications, including pre-submission meetings for staff intending to submit a site specific application via REGIS. At CCLHD, we provide site governance review and can provide assistance with ethics applications; however we don't have an ethics committee (HREC) on site so direct staff to contact the relevant HREC as required.

A quick snippet of what we have been up to:



8 - CCLHD Research Office team (from left to right): Georgie Quick (Research Support Officer), Caitlin Queripel (Research Governance Officer – temporary), Dr Katherine Bolton (Research Manager), Brie Attard (Research Governance Officer – currently on maternity leave until November 2022) and Yin Wang (Research Governance Officer).

Our Research Office provides a workshop called “*Introduction to REDCap*” that takes you through how to use REDCap for data management and surveys. To date, there have been 41 participants in 2022 over 4 sessions.

The CCLHD Research Manager, Dr Katherine Bolton has developed a presentation titled “*Requirements for QI and Research Projects at CCLHD*” which she is delivering to as many Safety & Quality and/or Research Committees as possible to raise awareness of the ethical considerations and requirements before staff commence any quality improvement or research projects at the District. Since June 2022, the presentation has been conducted five times to different departments within the District, including to Clinical Council, with future bookings in place.

The “*Kick Start Your Research Project*” workshop was developed to give participants the chance to discuss their research ideas with staff from the Research Office, Library and Nursing & Midwifery representatives with extensive experience in research, to devise a plan for the best way to get your research project started. There have been 2 sessions delivered in 2022 with 5 participants.

CCLHD’s newest developed education session is called “*How to complete a Research application in REGIS*”. To date, there has only been two sessions with 4 participants. However there are plans to deliver this session again, with proposed dates for the remainder of the year.

The Research Office is also busy organising the rescheduled **2022 Research & Innovation Symposium** after it was postponed earlier this year due to COVID-19. The Symposium will involve Pre-Symposium workshops (including a biostatistics session and grant development workshop) that will be held on Tuesday 29 & Wednesday 30 November 2022, with the Research & Innovation Symposium to be held on Thursday 1 December 2022. The Symposium will include a plenary session, “*Translating Research into Policy and Practice*”, followed by a Clinical Trials Showcase, as well as CCLHD staff and colleagues presenting their Research and Quality Improvement projects through a variety of 15 minute oral presentations, 5 minute lightning talks and poster displays.

Our full education calendar as well as further information regarding the Symposium can be found on our Intranet!

Upcoming events and dates

Audience: Research Office/Researcher



October - REGIS Researcher Training: [Registrations open](#) 10 October Researcher training cycles. [Click here](#) for training schedule.

5 October - [Register your interest](#) in attending the Researcher walkthrough of the upcoming CPI/PI Delegation of submission rights in REGIS.

6 October - [Register your interest](#) in attending the Research Office walkthrough of the upcoming CPI/PI Delegation of submission rights in REGIS.

14 November 2022 - Joint REGU & Clinical Trials NSW Meeting, Rydges World Square.

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/>