

Office for Health and Medical Research



# REGU/REGIS Newsletter | Issue 4 | 27 February 2024

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## REGIS Account Verification Email



**Audience:** Everyone

The implementation of email verification in REGIS serves several important purposes. Firstly, it aligns with industry standards, as a 90-day email verification cycle is widely practiced across various systems. Secondly, it helps to prevent emails from being sent to inactive accounts, thereby reducing the risk of REGIS being blacklisted from sending emails to @health users.

**How will you be notified?** An email has been created in REGIS that will ask users to verify their account, every 90 days. Users will be required to click on a 'verify email' link within the email, verifying their account. Once clicked, users will be taken to a page confirming their email has been verified.

**Will you receive reminder emails?** An initial email will be sent at 90 days, with two further reminder emails sent 14 days apart.

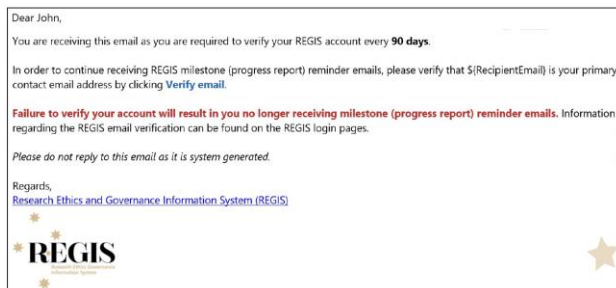
**What will happen if you don't verify your account?** Failure to verify your account within that period will result in you no longer receiving milestone (progress report) reminder system correspondence. *This does not mean your account is suspended, you simply need to login to REGIS to verify your account.*

**What can you do if you fail to verify within that time?** Simply log in to REGIS as normal to verify your account is active.

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Information regarding the REGIS account verification email is available on the [REGIS website login pages](#) and on the external portal homepage with a [detailed system communications document](#).

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## REGIS: No More Manual HOD Changes

**Audience:** Research Office

The eHealth REGIS team is receiving a noticeable increase in requests to investigate Head of Department issues. We believe this is due to a document being circulated among Research Offices that was intended to only be seen by specific users who participated in the HOD pilot.

**We ask that ALL Research Offices delete this document and no longer make manual updates to the Head of Department (HOD) in REGIS, regardless of if you participated in the pilot or not.**

Please forward any HOD or Site update requests to the REGIS inbox using the normal process. If you are unfamiliar with the process, please review this [quick reference guide](#).



### Adding or Removing Head of Department (HOD)

This guide has been designed for Research Offices to describe the process of requesting the addition or removal of Head/s of Department (HOD/s) in REGIS. The process for requesting REGIS access (Ethics or Governance) for new Research Office team members will also be described.

#### How do Research Offices request HOD updates/changes?

Research Offices are required to send any HOD update request to the eHealth REGIS team via [REGIS@health.nsw.gov.au](mailto:REGIS@health.nsw.gov.au) using the 'HOD Update Template' spreadsheet, available opposite this QRG.

#### Step 1. Confirming HOD Details via the Current Head of Department dashboard

The 'Current Head of Department' dashboard is your best tool in finding the exact details needed to request a HOD update. This

1 - Use this document to update [Head of Department](#)

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*With the increased interest in RO managing their Head of Department we have decided to switch tomorrow's webinar to present an automated process to manage HODs. The benefit of this process is that incorrect data cannot be uploaded into the system.*

*This walkthrough will replace the REGIS CTGF Dashboard Lunch and Learn, which will be rescheduled.*

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## Add a HOD to a Unit in REGIS

Date: 19<sup>th</sup> May 2022

2 - If you have this document, please delete it.

### Data Governance Reform Program: Secure Access Environment

**Audience:** Research Governance Officers



Effective data governance is essential in making available authoritative information about the NSW Health system and ensuring compliance with legal and regulatory obligations in acquiring, handling, storing and releasing data. NSW Health recommends disclosing unit record health data intended for secondary use by external parties into a suitable Secure Access Environment (SAE).

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*Further details on the recent recommendation is available on the [NSW Health Secure Access Environments webpage](#) and applies to new data projects.*

*The Data Governance Reform Program team is available for advice, please contact [moh-datagovernance@health.nsw.gov.au](mailto:moh-datagovernance@health.nsw.gov.au)*

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## Upcoming events and dates

**Audience:** Research Office/Researcher



### 2024 Events and Dates

**REGIS Research Office Lunch & Learn 2024:** Five Lunch & Learn webinars have been scheduled for 2024, **February 28, March 27, April 10, May 15 and June 12.**

**Research Office REGIS Training:** Research Office training will be held in **April, June and August.** [Register your interest here.](#)

**Researcher REGIS Training:** The first cycle of Researcher training will be held in **March** with three more cycles scheduled in **May, July and September.** [Register your interest here.](#)

**Ethics and Governance Bi-Annual Roundtable:** The forthcoming Ethics and Governance Bi-Annual Roundtable is scheduled for Thursday 14 March. Invitations and agenda to be sent two weeks prior.

## 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/>

*REGU/REGIS Newsletter: Inspiring other units within OHMR and LHDs since February 2021*