

Head Of Department Functionality and User Experience Proposed System Enhancements.



User Stories

SSA Enhancement – Providing better in form guidance for quality Head of Department Request

- As a Head of Department, I want applicants to provide better detail in the application form that is specific to the support they are requesting from my department, including a 'plain English' summary of the project and their expectations of the Department. So that I can easily get the information I need to make the decision.

SSA Enhancement – Enabling update HOD details through SSA form

- As the Researcher when I am completing the SSA and I identify that the details of the Head of Department are incorrect or missing I have to stop completing the application, contact the Research Office and wait for details to be updated in the system. I would like to provide the information in the form to quickly to correct the details and complete my application.
- As the Researcher who it is a conflict of interested to support my own research. I want to be able to delegate to responsibility to someone else quickly.

Profile Enhancement - Allow a HOD to select a delegate

- As a Head of Department, I want a system that updates when people go on secondment or are appointed to a new position. So that the correct people are receiving the notifications.

Profile Enhancement - Allow a HOD to select an escalation

- As a Head of Department, I want to be able to select a second in charge to approve in the HOD's absence. So that applications are not delayed.

Approval Email Enhancement - Provide direct email response

- As a Head of Department, I want to be able to respond to the request via the email to support and not support. So that don't have to access the system at all if I don't need/want to.

SSA Enhancement - Providing better in form guidance to applicants for quality Head of Department requests

User Story 1

- As a Head of Department, or a Supporting Head of Department, I want applicants to provide better detail in the application form that is specific to the support they are requesting from my department, including a 'plain English' summary of the project and their expectations of the department so that I can easily get the information I need to make the decision.

Current Functionality

- The applicant is presented with general guidance to step through this section of the applications.

In this section, please specify all departments/locations involved in the research at this site where resource/s (staff, service/s and/or investigations) will be used - a 'department head' will need to be identified against each nominated department.

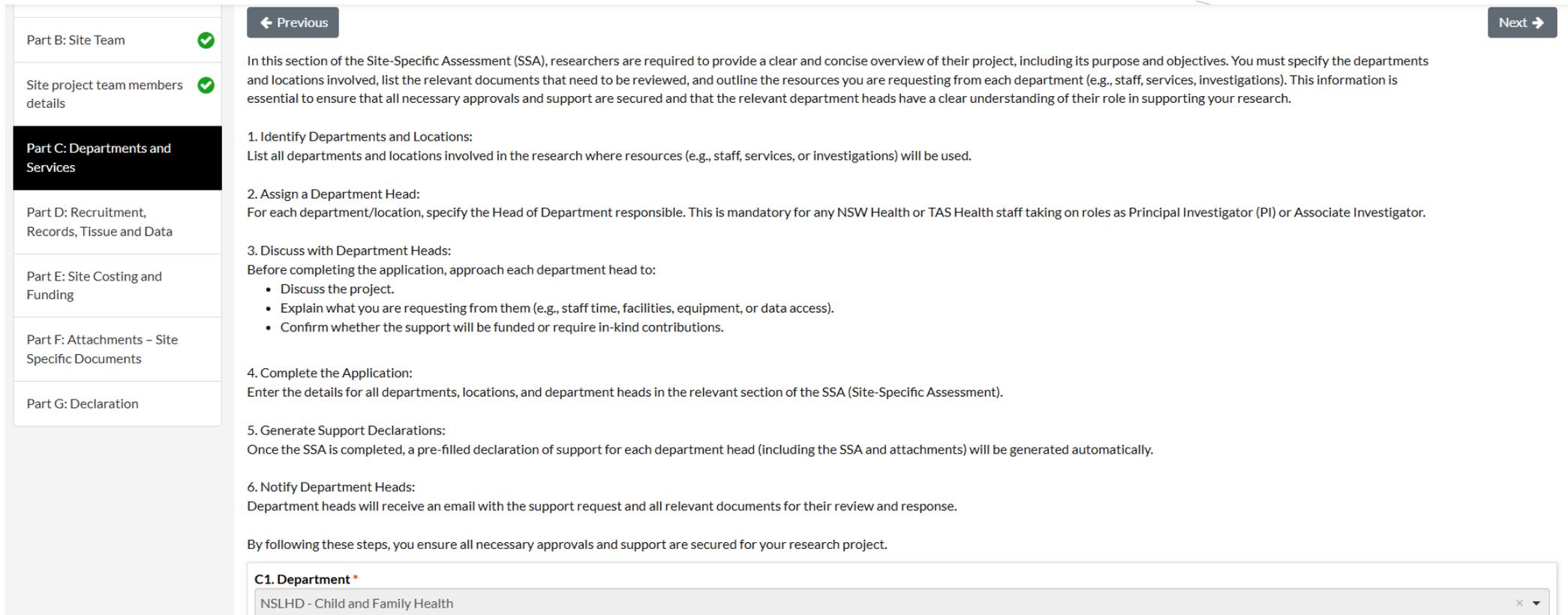
Please note: the 'Head of Department' for any NSW Health or TAS Health Staff undertaking roles of either PI or back-up PI (an Associate Investigator) for this project at this site must be listed in this section.

A pre-populated declaration of support for each nominated department head (including a complete copy of this SSA and its attachments) will be generated on completion of this SSA utilising the information in this section. Each Head will be notified by email of the need for them to respond to the support request you submit.

Therefore, it is also important that you have approached the department head before completing this application to discuss the project and what it is you are requesting them to support. Depending on the project, this may include but is not limited to: allocation of staff time; use of facilities and/or equipment and/or access to data/records. While some projects may be funded to support their activities, others may require in-kind support.

If you are unsure which department heads you need to approach – please discuss with your research office before completing this application.

Suggested Enhancement: Provide better description and instruction text.



The screenshot shows a web application interface. On the left is a sidebar with a list of navigation items: 'Part B: Site Team' (checked), 'Site project team members details' (checked), 'Part C: Departments and Services' (highlighted), 'Part D: Recruitment, Records, Tissue and Data', 'Part E: Site Costing and Funding', 'Part F: Attachments - Site Specific Documents', and 'Part G: Declaration'. The main content area has a 'Previous' button on the top left and a 'Next' button on the top right. The text in the main area provides instructions for the Site-Specific Assessment (SSA) process, including identifying departments, assigning heads, discussing with heads, completing the application, generating support declarations, and notifying heads. At the bottom, there is a dropdown menu titled 'C1. Department *' with the selected option 'NSLHD - Child and Family Health'.

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In this section of the Site-Specific Assessment (SSA), researchers are required to provide a clear and concise overview of their project, including its purpose and objectives. You must specify the departments and locations involved, list the relevant documents that need to be reviewed, and outline the resources you are requesting from each department (e.g., staff, services, investigations). This information is essential to ensure that all necessary approvals and support are secured and that the relevant department heads have a clear understanding of their role in supporting your research.

1. Identify Departments and Locations:
List all departments and locations involved in the research where resources (e.g., staff, services, or investigations) will be used.

2. Assign a Department Head:
For each department/location, specify the Head of Department responsible. This is mandatory for any NSW Health or TAS Health staff taking on roles as Principal Investigator (PI) or Associate Investigator.

3. Discuss with Department Heads:
Before completing the application, approach each department head to:

- Discuss the project.
- Explain what you are requesting from them (e.g., staff time, facilities, equipment, or data access).
- Confirm whether the support will be funded or require in-kind contributions.

4. Complete the Application:
Enter the details for all departments, locations, and department heads in the relevant section of the SSA (Site-Specific Assessment).

5. Generate Support Declarations:
Once the SSA is completed, a pre-filled declaration of support for each department head (including the SSA and attachments) will be generated automatically.

6. Notify Department Heads:
Department heads will receive an email with the support request and all relevant documents for their review and response.

By following these steps, you ensure all necessary approvals and support are secured for your research project.

C1. Department *

NSLHD - Child and Family Health

Suggested Enhancement: Provide better description and instruction text. Option A

This section of the application has two functionalities:

1. To provide clear and concise details on the support that is being requested for this study, the documents for review and the overview to the (Clinical) Head of Department and any Supporting Head of Departments. For more information on the roles and responsibilities of a Head or Supporting Head of Department see SSA Roles and Responsibilities here.
2. To show the reviewing Institution/Research Governance Officer that sufficient support has been provided per policy PD2010_056 (NSW Health)

By following the below steps, you will ensure all necessary approvals and support are secured for your research project.

Select the Department/s and Locations:

Select from the drop down each department/location involved in the research where resources (e.g., staff, services, or investigations) will be used. It is mandatory for every NSW Health and TAS Health application to include the *Head of Department* for each person taking on the role of Principal Investigator (PI) or Associate Investigator (AI). If the study requires the support of any additional departments at the site the *Head of Supporting Department* must also be included in the application. For more information see SSA Roles and Responsibilities here

Confirm the Department Head:

For each department/location, a Head of Department/Supporting Head of Department responsible should appear. If details are missing or need updating complete this form

Discuss with Department Heads:

REGIS is the platform used to provide electronic evidence of Head of Department and Supporting Head of Department support. Applicants should have a discussion with all Head of Department and Supporting Department before completing the application.

- Discuss the project
- Explain what you are requesting from them (e.g., staff time, facilities, equipment, or data access)
- Confirm whether the support will be funded or require in-kind contributions

Generate Support Declarations and Notify Department Heads:

Once the Site-Specific Application is completed, the system will create a pre-filled declaration of support for each department head to complete, they will have access to the application including all supporting documents. They will be notified via a system generated email

Note: applications that have previously been discussed with the Head of Department receive faster electronic support

Suggested Enhancement: Provide better description and instruction text. Option B

In this section of the Site-Specific Assessment (SSA), researchers are required to provide a clear and concise overview of their project, including its purpose and objectives. You must specify the departments and locations involved, list the relevant documents that need to be reviewed, and outline the resources you are requesting from each department (e.g., staff, services, investigations). This information is essential to ensure that all necessary approvals and support are secured and that the relevant department heads have a clear understanding of their role in supporting your research.

1. Identify Departments and Locations:

List all departments and locations involved in the research where resources (e.g., staff, services, or investigations) will be used.

2. Assign a Department Head:

For each department/location, specify the Head of Department responsible. This is mandatory for any NSW Health or TAS Health staff taking on roles as Principal Investigator (PI) or Associate Investigator.

3. Discuss with Department Heads:

Before completing the application, approach each department head to:
Discuss the project.

- Explain what you are requesting from them (e.g., staff time, facilities, equipment, or data access).
- Confirm whether the support will be funded or require in-kind contributions.

4. Complete the Application:

Enter the details for all departments, locations, and department heads in the relevant section of the SSA (Site-Specific Assessment).

5. Generate Support Declarations:

Once the SSA is completed, a pre-filled declaration of support for each department head (including the SSA and attachments) will be generated automatically.

6. Notify Department Heads:

Department heads will receive an email with the support request and all relevant documents for their review and response.

By following these steps, you ensure all necessary approvals and support are secured for your research project.

Current Functionality

- The applicant is presented with general guidance to step through this section of the applications.

In this section, please specify all departments/locations involved in the research at this site where resource/s (staff, service/s and/or investigations) will be used - a 'department head' will need to be identified against each nominated department.

Please note: the 'Head of Department' for any NSW Health or TAS Health Staff undertaking roles of either PI or back-up PI (an Associate Investigator) for this project at this site must be listed in this section.

A pre-populated declaration of support for each nominated department head (including a complete copy of this SSA and its attachments) will be generated on completion of this SSA utilising the information in this section. Each Head will be notified by email of the need for them to respond to the support request you submit.

Therefore, it is also important that you have approached the department head before completing this application to discuss the project and what it is you are requesting them to support. Depending on the project, this may include but is not limited to: allocation of staff time; use of facilities and/or equipment and/or access to data/records. While some projects may be funded to support their activities, others may require in-kind support.

If you are unsure which department heads you need to approach - please discuss with your research office before completing this application.

C1. Department *
NSLHD - Child and Family Health

C2. Department Head Name
Ms Kylie Becker

C3. Department head email address *
kylie.becker@health.nsw.gov.au

C4. Please state the resources (e.g. staff, service/s, investigations etc) you require this department to provide: *
seeking your support for this study.

Please ensure any related costs/funding are detailed in budget section.

Suggested Enhancement: Provide better inform support and guidance for applicants to improve the quality of the Head of Department request.

- Inform example text is pre-entered into the form to show how to format a quality request. The applicant will begin typing and the text will disappear. Example will also be added into the help text.

C4. Please state the resources (e.g. staff, service/s, investigations etc) you require this department to provide: * ⓘ

Example:

This project, titled "[Insert Project Title]", aims to [briefly describe the purpose and objectives of the research project]. The study will involve [provide a high-level overview of the key activities or methodologies, e.g., clinical trials, data analysis, surveys].

To facilitate the successful completion of this project, we request the review of the following key documents:

[Name of document 1, e.g., Study Protocol]

[Name of document 2, e.g., Investigator's Brochure]

[Name of document 3, e.g., Budget Outline]

From this department, we require the following resources:

Staff: [Specify roles, e.g., data analysts, clinical support staff, administrative personnel].

Services: [Detail any required services, e.g., laboratory testing, imaging, IT support].

Investigations: [Mention any specific investigations, e.g., patient diagnostics, chart reviews].

Please note that your support is critical to the success of this project, and a declaration of support will be generated upon the submission of this form. If further clarification is needed regarding the requested resources, we are available for a discussion.

Example of how information is currently presented to the Head of Department via the system generated email and how the suggested text format will support faster decision making.

Support for Research in you Department Request - Action REQUIRED 2025/STE00002

Request date: 15 Jan 2025

This [decision](#) link is active for 14 days.

Dear Kylie,

Your action is required to progress this research application for review and authorisation by the Northern Sydney Local Health District (Site) CE/Delegate.

A Researcher has indicated on their Site Specific Application (SSA) that you are a Head of Department or Supporting Department for the following research application.

2025/STE00002: Testing HOD Token in email

Site Name: Northern Sydney Local Health District (Site)

Principal Investigator: Kylie Becker (kylie.becker@health.nsw.gov.au)

You can view the application and supporting documents and to record your [decision](#) without needing to log into REGIS.

Use this link to [download documents](#) as a .zip file.

Declaration

I declare that:

- 1. I am not a member of the the project team in any capacity**
- 2. I have read the relevant project documents to inform my knowledge of the proposed research and its potential impact for NSLHD - Child and Family Health**
- 3. I have discussed this research project and the resource implications for NSLHD - Child and Family Health with the principal investigator Ms Corinne McDonough**

and,

the request for the following people, service/s and/or investigators requested:

This project, titled "[Insert Project Title]", aims to [briefly describe the purpose and objectives of the research project]. The study will involve [provide a high-level overview of the key activities or methodologies, e.g., clinical trials, data analysis, surveys].

To facilitate the successful completion of this project, we request the review of the following key documents:

[Name of document 1, e.g., Study Protocol]

[Name of document 2, e.g., Investigator's Brochure]

[Name of document 3, e.g., Budget Outline]

From this department, we require the following resources:

Staff: [Specify roles, e.g., data analysts, clinical support staff, administrative personnel].

Services: [Detail any required services, e.g., laboratory testing, imaging, IT support].

Investigations: [Mention any specific investigations, e.g., patient diagnostics, chart reviews].

Please note that your support is critical to the success of this project, and a declaration of support will be generated upon the submission of this form. If further clarification is needed regarding the requested resources, we are available for a discussion.

Example of how information is currently presented to the Head of Department when logging into REGIS and how the suggested text format will support faster decision making.



REGIS Research Ethics and Governance Information System

Decisions | Reviews | Meetings | Projects | Dashboards

Approval > Testing HOD Token in email

Decision Details

Application identifier
2025/STE00002

Application title
Testing HOD Token in email

Declaration
I declare that:

1. I am not a member of the the project team in any capacity
2. I have read the relevant project documents to inform my knowledge of the proposed research and its potential impact for NSLHD - Child and Family Health
3. I have discussed this research project and the resource implications for NSLHD - Child and Family Health with the principal investigator Ms Corinne McDonough

and,
the request for the following people, service/s and/or investigators requested:

This project, titled "[Insert Project Title]", aims to [briefly describe the purpose and objectives of the research project]. The study will involve [provide a high-level overview of the key activities or methodologies, e.g., clinical trials, data analysis, surveys].

To facilitate the successful completion of this project, we request the review of the following key documents:
 [Name of document 1, e.g., Study Protocol]
 [Name of document 2, e.g., Investigator's Brochure]
 [Name of document 3, e.g., Budget Outline]

From this department, we require the following resources:

Staff: [Specify roles, e.g., data analysts, clinical support staff, administrative personnel].

Services: [Detail any required services, e.g., laboratory testing, imaging, IT support].

Investigations: [Mention any specific investigations, e.g., patient diagnostics, chart reviews].

Please note that your support is critical to the success of this project, and a declaration of support will be generated upon the submission of this form. If further clarification is needed regarding the requested resources, we are available for a discussion.

Download the documents to assist your decision by clicking the 'Download documents' button below.

[Download documents](#)

Documents

TITLE	TYPE	FILE NAME	VERSION	SIZE	MODIFIED DATE	
SSA	Application	SSA.pdf	1	101.0 KB	15/01/2025	
SSA	Application	SSA.docx	1	25.4 KB	15/01/2025	

Decision

Head of Department Support for Site Specific Assessment

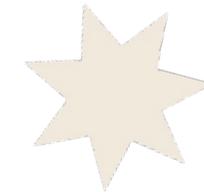
able to undertake the investigations/services

unable to undertake the investigations/services indicated, on the following grounds

able to perform the investigations/services indicated, if the following financial assistance is provided

Conditions or reason:

[Save](#) [Cancel](#)



SSA Enhancement - Update HOD details through SSA form

User Story 2

- As the Researcher, when I am completing the SSA and I identify that the details of the Head of Department are incorrect or missing I have to stop completing the application, contact the Research Office and wait for details to be updated in the system. I would like to provide the information in the form to quickly correct the details and complete my application.

User Story 3

- As the Researcher it is a conflict of interest to support my own research. I want to be able to delegate to the next appropriate person quickly.

Current Functionality

- The applicant selects the Department from a predetermined drop down list on the SSA Form.
- If there is a person allocated the name and email address will pre-fill.
- If there is no person allocated an error message will appear.
- If the CPI or PI is also the allocated HoD an error message will appear.
- If details need to be updated in the system the applicant needs to stop the application and contact the local research office to seek further guidance.

If you are unsure which department heads you need to approach - please discuss with your research office before completing this application.

C1. Department *
NSLHD - BreastScreen

C2. Department Head Name
Peter Shine

C3. Department head email address *
Peter.Shine31723@at4fsolutions.com.au

C4. Please state the resources (e.g. staff, service/s, investigations etc) you require this department to provide: * ⓘ
xx

C1. Department *
NSLHD - Child and Family Health

C2. Department Head Name
Ms Kylie Becker

C3. Department head email address *
kylie.becker@health.nsw.gov.au

Head of Department cannot have the role of CPI or the PI for this site.

C4. Please state the resources (e.g. staff, service/s, investigations etc) you require this department to provide: * ⓘ

If you are unsure which department heads you need to approach - please discuss with your research office before completing this application.

C1. Department *
NSLHD - District Executive

No department head can be found for the selected department.

C2. Department Head Name

C3. Department head email address *

C4. Please state the resources (e.g. staff, service/s, investigations etc) you require this department to provide: * ⓘ



Suggested Enhancement: Enable Researcher to update or delegate the HOD listed in the Site Specific Application form

The applicant can indicate in the form that the details are incorrect, need to be delegated or are missing.

- There is a new question, C5, added. “Head of Department requires delegating or updating” with a yes/no toggle. The toggle is defaulted to No.
- When Yes is selected, a new section appears within the table.

If you are unsure which department heads you need to approach - please discuss with your research office before completing this application.

C1. Department *
NSLHD - BreastScreen

C2. Department Head Name
Peter Shine

C3. Department head email address *
Peter.Shine31723@alt4fsolutions.com.au

C4. Please state the resources (e.g. staff, service/s, investigations etc) you require this department to provide: *
xx

C5: Head of Department requires delegating or updating No

If you are unsure which department heads you need to approach - please discuss with your research office before completing this application.

C1. Department *
NSLHD - BreastScreen

C2. Department Head Name
Peter Shine

C3. Department head email address *
Peter.Shine31723@alt4fsolutions.com.au

C5: Head of Department requires delegating or updating Yes

New Section SSA

- New section would have on page guidance and instructions.
- The applicant can select one of the three options and is asked to enter the email address of the person.
- If an account already exists in REGIS the name of the person will auto fill in the same way it does now in C2.

Complete this when the Head of department indicated above is incorrect, requires delegating or is missing. Where a permanent change is [requested](#) a notification will be received by the local Research office to verify before the contact details are updated. Once the details are verified or where a temporary change is requested the system will provide the newly identified user with the Head of Department request via an email.

Applicants that contact the Head of Department and discuss their application prior to submitting are known to receive their electronic [HoD](#) support substantially faster.

- I would like to make a [one off](#) change for this application only (usually used when the CPI/PI is also the listed HOD or the listed HOD is on leave)
- I would like to request a permanent change to the Head of Department (used when the Head of Department has changed/left the role)
- Report missing department head of department

Who should the Head of Department request go to? |

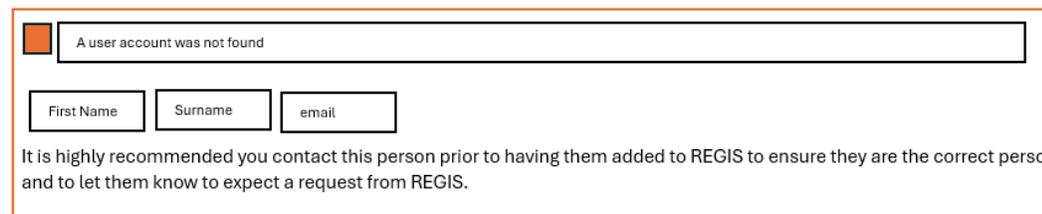
Type persons email address (it will appear if they have a user account)
if the person does not appear or does not have a REGIS account leave this blank and select option below

. Department Head Name

Auto fills

New Section SSA cont'

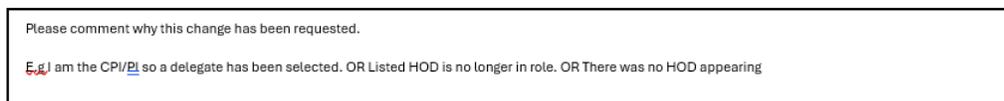
- Where a user account does not already exist, the applicant can enter the details of the persons name and email to have entered in the system.
- All applicants are asked to provide comment on why the change is being requested.
- This will be provided to the Research Office if they need to verify the change or will be noted on the application form for the RGO review.
- Once this section is completed the applicant can continue the application and submit to the Head/s of Department.



A user account was not found

First Name Surname email

It is highly recommended you contact this person prior to having them added to REGIS to ensure they are the correct person and to let them know to expect a request from REGIS.



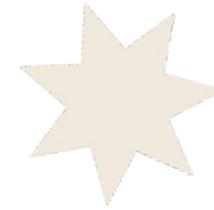
Please comment why this change has been requested.

E.g. I am the CPI/PI so a delegate has been selected. OR Listed HOD is no longer in role. OR There was no HOD appearing

Suggested Enhancement: Enable System to automate or Research Office to verify request

- After the applicant completes and submits the application form.
- Any Head of Department that were the toggle remains No: The system generated email is sent to the listed Head of Department per current functionality.
- Any Head of Department that were the toggle has been changed to Yes will follow one of the three new pathways.

- I would like to make a one off change for this application only (usually used when the CPI/PI is also the listed HOD or the listed HOD is on leave)
- I would like to request a permanent change to the Head of Department (used when the Head of Department has changed/left the role)
- Report missing department head of department



If temporary request indicated:

- After the applicant completed and submitted the application form.
- The system will create a decision for the temporary HOD not the initial listed HOD.
- The Research Office is not notified of the request and there is no decision created for the RO to verify.
- Once all HODs have completed their decisions and the application is submitted to the RGO, the SSA form is updated at section G to show that there was a temporary delegation with details providing the justification for the temporary change.

Heads of Department Support

This page lists the decisions made by the Heads of Department nominated in Section 6.

Head of Department

Dr David FARLOW

-

Declaration

I declare that:

1. I am not a member of the the project team in any capacity
2. I have read the relevant project documents to inform my knowledge of the proposed research and its potential impact for BMD - Nuclear Medicine
3. I have discussed this research project and the resource implications for BMD - Nuclear Medicine with the principal investigator Ms Kylie Becker

and,

the request for the following people, service/s and/or investigators requested:

Thank you for your time on the phone yesterday. As discussed, we are the lead site for a national Clinical Trial which will take place over 5 years.

The study budget has been negotiated by the clinical trial startup team and all service providers have provided quotes. Internally our team will be allocated 2FTE to the study alongside our clinical workload, this is all described in Part E of this application.

If you have any other questions before supporting this request I am happy to discuss this in person or over a call (contact 0123 456 789).

is:

One Off Delegation

Applicant has requested a one off delegation for this application

Delegated HOD: <Delegated HOD name>

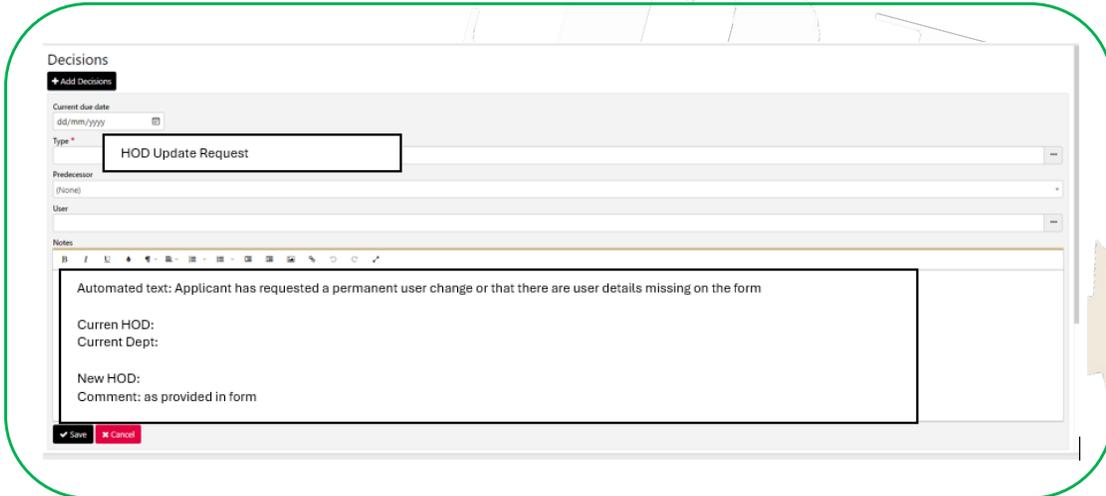
Comment: as entered on the form e.g. I am the HOD and PI delegated due to COI



If a permanent request indicated:

- After the applicant completed and submitted the application form.
- The system does not create a decision for the listed/old HOD.
- The system creates a new decision to be actioned by the Research Office through the internal portal.
 - New Decision Name: HOD Update Request

I would like to request a permanent change to the Head of Department (used when the Head of Department has changed/left the role)



Decisions

+ Add Decisions

Current due date
dd/mm/yyyy

Type *
HOD Update Request

Predecessor
(None)

User

Notes

Automated text: Applicant has requested a permanent user change or that there are user details missing on the form

Curren HOD:
Current Dept:

New HOD:
Comment: as provided in form

Save Cancel

If a permanent request indicated cont'

- Research Office will be notified of the decision through a homepage tile.
- The request is actioned from the internal portal using current functionality.
- **When yes is selected:** the system makes all the changes that would happen if the manual HOD spreadsheet was uploaded.
 - A Head of Department Decision is created for the update HOD.
 - Applicant receives a system generated email to say the RO have approved the change and the new hod will receive a system generated request to support the application.
- **When No is selected:** The Applicant receives a system generated email to say the RO have not approved the suggested changes. The applicant needs to contact the RO to discuss.

HOD Verify Request

Found 100+ / showing 100

Identifier	Decision type	Date
2018/STE00013	Head of Depart...	28/02/2018
2018/STE00012	Head of Depart...	28/02/2018
2018/STE00018	Head of Depart...	02/03/2018
2018/STE00004	Head of Depart...	13/03/2018
2018/STE00028	Head of Depart...	19/03/2018
2018/STE00032	Head of Depart...	21/03/2018
2018/STE00034	Head of Depart...	24/03/2018
2018/STE00044	Head of Depart...	28/03/2018
2018/STE00016	Head of Depart...	28/03/2018
2018/STE00048	Head of Depart...	28/03/2018

Decisions

➔ Add Decision

Current due date
dd/mm/yyyy

Type *
HOD Update Request

Preferences

Phone

User

Notes

Automated text: Applicant has requested a permanent user change or that there are user details missing on the form

Current HOD:
Current Dept:

New HOD:
Comment: as provided in form

Save Cancel

Override outcome

Yes

Approver decision
Head of Department Support for Site Specific Assessment

Outcome *
Select an outcome
Yes – make changes in system

Comment
No – will be managed manually

Save Cancel

To update missing HOD details:

- Where the error message appears the new section will also appear. “Report missing department head”
- The system will follow the same workflow as when a permanent request is submitted.

 Report missing department head

When a “user account can not be found” is selected.

- The system will follow the same workflow per temporary or permanent change requests noted above.
- There is a step added before to create a new user account as if the manual HOD spreadsheet had been uploaded.

Functionality to allow a HOD to elect a delegate as an escalation point and/or while on leave

User Story 4

- As a Head of Department, I want to be able to select a second in charge to approve in the HOD's absence. So that applications are not delayed

User Story 5

- As a Head of Department, I want a system that updates when people go on secondment or are appointed to a new position. So that the correct people are receiving the notifications

Current Functionality

- A Research Office can request multiple user to be allocated against a unit/department, however there is no hierarchy allocated to the users and either user can be selected.
- If a user is going on leave they need to contact the Research Office with the details of who will be acting in the role for the system to be updated.
- Or an applicant identifies that their application has stalled and tries to contact the HoD or the Research Office.

Suggested Enhancement: Allow a HOD to elect a delegate for a selected time

- Where a user has an active position of Head of Department, they can access functionality to create a delegate for HOD approvals
- There is a new section/button that allows the user to select a delegate
- All new or pending HOD requests will be sent to the delegated HOD for the timeframe noted.
- There will be an additional “Department” drop down to allow for HODs who are allocated against multiple departments and all departments option.
- HOD delegations are user specific so if the main HOD is no longer active their delegate is no longer active.
- Research Office’s will not be required to verify a HOD Delegation.

The screenshot displays the REGIS Research Ethics and Governance Information System profile page for Kylie Becker. The page is divided into several sections:

- Personal details:** A sidebar menu on the left lists options like Address details, Email details, Phone details, Social media contacts, Appointments, Educations, Publications, and Funding. The main content area shows a form for personal details with fields for Title (Ms), First name (Kylie), Last name (Becker), Preferred name, and ORCID ID (0000-0002-5124-7500). A 'View ORCID record' link is also present.
- My Delegates:** A table with columns for Name, From, To, Edit, and Delete. Below the table is a 'Create a new Delegate' button.
- Create a new Delegate form:** A form with a dropdown for Employee, a search field, and date pickers for Start and End dates. The form includes 'Create Delegate' and 'Cancel' buttons.
- My Delegates table (bottom):** A table showing a single delegation for Corinne McDonough, starting and ending on 17th January 2025. It includes Edit and Delete icons for each entry.

Suggested Enhancement: Allow a HOD to elect an escalation decision maker

- Where a user has an active position of Head of Department in REGIS they are able to access functionality to create a decision escalation pathway for HOD approvals.
- There is a new section or button that allows the user to create an escalation pathway.
- All “Pending” HOD requests will be sent to the escalation HOD.
- There will be an additional “Department” drop down to allow for HODs who are allocated against multiple departments and an all departments option.
- Escalation Pathways are user specific so if the main HOD is no longer active their Escalation Pathway is no longer active.
- Research Office’s will not be required to verify a HOD Delegation.

REGIS Research Ethics and Governance Information System

Profile > Kylie Becker

Personal details

Please ensure your details are current.

Researchers

To assist in preparation of Project Registration, Ethics and SSA applications particularly, please ensure you have updated the following sections from the menu at the left-side of the page in addition to your personal details below: address, phone, email and employment.
NOTE: If you have an ORCID enter your number in the section below to copy your public profile into REGIS - this is optional, but may assist you to maintain your profile in REGIS.

Title*
Ms

First name*
Kylie

Other names

Last name*
Becker

Preferred name

ORCID ID
0000-0002-5124-7500

View ORCID record

My Escalation Pathway

Name	From	To	Edit	Delete
------	------	----	------	--------

Create a New Escalation Pathway

Create a new Delegate

Employee

Search for an employee to add as your new Delegate

Transfer any “Pending” Head of Department Decisions to this user after 14 days.

Create Delegate Cancel

Approval Functionality Enhancement - Provide direct email response

User Story 6

- As a Head of Department, I want to be able to respond back to the email to support and not do it in the system at all. So that I don't have to access the system at all if I don't need/want to.



Current Functionality

- Once the applicant has completed and submitted the Site Specific Application form, all listed HODs will receive a system generated email to notify them that their attention and action is required.

- In REGIS there are two ways for a HOD to provide their response;

- By clicking on the “decision” link in the email. (most popular)

Clicking the link navigates the HOD directly to a decision page in REGIS to make the required decision.

Request date: 27 Nov 2024
 This [decision](#) link is active for 14 days.

Dear Kylie,

A Researcher has indicated on their Site Specific Application that you are a Head of Department/Supporting Department for the following research application.

2024/STE01002: Testing HOD Token in email
Site Name: Northern Sydney Local Health District (Site)
Principal Investigator: Corinne McDonough (corinne.mcdonough@health.nsw.gov.au)

Your action is required to progress this application for review and authorisation.

You can view the application and supporting documents and to record your [decision](#) without needing to log into REGIS. Use this link to [download documents](#) as a .zip file.

Declaration
 I declare that:

- I am not a member of the the project team in any capacity
- I have read the relevant project documents to inform my knowledge of the proposed research and its potential impact for NSLHD - Child and Family Health
- I have discussed this research project and the resource implications for NSLHD - Child and Family Health with the principal investigator Ms Corinne McDonough

and,
 the request for the following people, service/s and/or investigators requested:
 Hi Kylie, Thank you for your time on the phone yesterday. Per our discussion we are the lead site for a national Clinical Trial. The study will take place over 5 years. The study budget has been negotiated by the clinical trial startup team and all service providers have provided quotes. Internally our team will be allocated .2FTE to the study alongside our clinical workload. This is all described in Part E of this application.
 If you have any other questions before supporting this request I am happy to discuss this over a quick chat.

is:
 Record [decision](#) here

Decision Details

Application Identifier: 2025/STE00002
 Application title: Testing HOD Token in email
 Declaration I declare that:
 1. I am not a member of the the project team in any capacity
 2. I have read the relevant project documents to inform my knowledge of the proposed research and its potential impact for NSLHD - Child and Family Health
 3. I have discussed this research project and the resource implications for NSLHD - Child and Family Health with the principal investigator Ms Corinne McDonough
 and,
 the request for the following people, service/s and/or investigators requested:
 Hi Kylie, Thank you for your time on the phone yesterday. Per our discussion we are the lead site for a national Clinical Trial. The study will take place over 5 years. The study budget has been negotiated by the clinical trial startup team and all service providers have provided quotes. Internally our team will be allocated .2FTE to the study alongside our clinical workload. This is all described in Part E of this application.
 If you have any other questions before supporting this request I am happy to discuss this over a quick chat.
 is:
 Record [decision](#) here

Documents

TITLE	TYPE	FILENAME	VERSION	SIZE	MODIFIED DATE
SSA	Application	SSA.pdf	1	101.0 KB	15/01/2025
SSA	Application	SSA.docx	1	25.4 KB	15/01/2025

Decision

Head of Department Support for Site Specific Assessment

able to undertake the Investigations/Services

unable to undertake the Investigations/Services Indicated, on the following grounds

able to perform the Investigations/Services Indicated, if the following financial assistance is provided

Conditions or reason:

Current Functionality Cont'

2. By logging into REGIS and navigating to the Decisions section and selecting the pending decision.

Welcome to Research Ethics and Governance Information System

User name *

kylie.becker@health.nsw.gov.au

Password *

.....

Show password

Log in

Can't access your account? [Reset your password](#)

Approval > Decisions

WHAT ARE MY RESPONSIBILITIES?
 • Head of Department Document / Head of Department Video
 • CPI/PI approving submission delegation
 • CE/Delegate Authorising and Site Specific Application

HOW DO I COMPLETE A DECISION IN REGIS?
 • Head of Department via Email / Head of Department via Login
 • CPI or PI approving submission delegation
 • CE/Delegate to Authorise SSA

I NEED TECHNICAL HELP
 • I have received a decision/request in error
 • I want to see more or less requests on this page
 • I need help (send an email to the REGIS)

Download Export CSV Expand Collapse Search... [Full page description](#) Column chooser

TYPE	TITLE	DUE DATE	DECISION	COORDINATING PRINCIPAL INV...	CREATED DATE	MODIFIED DATE
Head of Department Support for Site Specific Assessment	202... REGIS Demo - CT - Submitted		Pending	KB	26/11/2024	13/09/2024
Head of Department Support for Site Specific Assessment	202... REGIS Demo - CT - Submitted		Pending	KB	26/11/2024	13/09/2024
Head of Department Support for Site Specific Assessment	202... Testing HOD Token in email		Pending	KB	27/11/2024	27/11/2024
Head of Department Support for Site Specific Assessment	202... Testing HOD Token in email		Pending	KB	27/11/2024	27/11/2024
Head of Department Support for Site Specific Assessment	202... Testing HOD Token in email		Pending	KB	27/11/2024	27/11/2024
Head of Department Support for Site Specific Assessment	202... Testing HOD Token in email		Pending	KB	27/11/2024	27/11/2024
Head of Department Support for Site Specific Assessment	202... Project 2019/PHD14775		Pending	EC	15/01/2025	15/05/2023
Head of Department Support for Site Specific Assessment	202... Testing HOD Token in email		Pending	KB	15/01/2025	15/01/2025

< Previous 1 2 Next > Page size: 10

Decision Details View documents

WHAT ARE MY RESPONSIBILITIES?
 • Head of Department Document / Head of Department Video
 • CPI/PI approving submission delegation
 • CE/Delegate Authorising and Site Specific Application

HOW DO I COMPLETE THE DECISION REQUEST?
 • Head of Department via Email / Head of Department via Login
 • CPI or PI approving submission delegation
 • CE/Delegate to Authorise SSA

I NEED HELP
 • I received a decision/request in error
 • I need help (send an email to the REGIS team)

Application Identifier: 2025-STE00002
 Status: Completed pending HOD
 Version: 1.00 - Initial Application
 Application owner: KB
 Declaration: I declare that:
 1. I am not a member of the project team in any capacity
 2. I have read the relevant project documents to inform my knowledge of the proposed research and its potential impact for NSLHD - Child and Family Health
 3. I have discussed this research project and the resource implications for NSLHD - Child and Family Health with the principal investigator Ms Corinne McDonough
 and,
 the request for the following people, services and/or investigators requested:
 asofasdasdfds
 is:
 Download the documents to assist your decision by clicking the 'Download documents' button below.
 Download documents

Application title: Testing HOD Token in email
 Organisation: Northern Sydney Local Health District (Site)
 Application type: Site
 Coordinating principal investigator: KB

Decision: Head of Department Support for Site Specific Assessment
 able to undertake the investigations/services
 unable to undertake the investigations/services indicated, on the following grounds
 able to perform the investigations/services indicated, if the following financial assistance is provided

Conditions or reason:

Save Clear

Documents

TITLE	TYPE	FILE NAME	VERSION	SIZE	MODIFIED DATE
...



Suggested Enhancement: Provide functionality that allows HOD support directly from the system generated email

- Add three buttons to the email template that align with the three types of decisions that a HOD can make.
 - Supported, Supported with Conditions, Not Supported
- When “Supported” is selected in the email, the decision in REGIS is updated and no further action is required.
- A system generated email will be sent to the HOD to say the action was completed.
- When Supported with Conditions and Not Supported is selected then the user will be taken to the decision portal in the same way they currently are with the direct link.

Request date: 27 Nov 2024
This [decision](#) link is active for 14 days.

Dear Kylie,

A Researcher has indicated on their Site Specific Application that you are a Head of Department/Supporting Department for the following research application.

2024/STE01002: Testing HOD Token in email
Site Name: Northern Sydney Local Health District (Site)
Principal Investigator: Corinne McDonough (corinne.mcdonough@health.nsw.gov.au)

Your action is required to progress this application for review and authorisation.

You can view the application and supporting documents and to record your [decision](#) without needing to log into REGIS. Use this link to [download documents](#) as a .zip file.

Declaration
I declare that:

1. I am not a member of the the project team in any capacity
2. I have read the relevant project documents to inform my knowledge of the proposed research and its potential impact for NSLHD - Child and Family Health
3. I have discussed this research project and the resource implications for NSLHD - Child and Family Health with the principal investigator Ms Corinne McDonough

and,
the request for the following people, service/s and/or investigators requested:
Hi Kylie, Thank you for your time on the phone yesterday. Per our discussion we are the lead site for a national Clinical Trial. The study will take place over 5 years. The study budget has been negotiated by the clinical trial startup team and all service providers have provided quotes. Internally our team will be allocated .2FTE to the study alongside our clinical workload. This is all described in Part E of this application.
If you have any other questions before supporting this request I am happy to discuss this over a quick chat.
is:

Action this approval

[Approve](#) [Comment and reject](#) [Request more information](#)

Information for completing a Head of Department decision in REGIS

- What is REGIS and why am I receiving this request?
- What are [my responsibilities as a Head of Department?](#)
- How do I [complete this action?](#)
- If the 14 day link has expired you can use [this link](#) to navigate to the correct area of REGIS, however you will be required to log in. [How to complete the Head of Department Decision when logging into REGIS](#)
- Received this request in error? Your assistance in reporting when details need updating in the system is appreciated as roles change and people move faster than lists can be updated.
 - o Contact the Principal Investigator corinne.mcdonough@health.nsw.gov.au or
 - o Your [local Research Office](#) or
 - o [Complete this form](#)

Regards,
Corinne McDonough the Principal Investigator for 2024/STE01002: Testing HOD Token in email via