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Current issues and tips for using RGS

SMS for security codes

The ability to receive your security code to your mobile phone was introduced in April 2018. Unfortunately some users experienced intermittent issues with receipt of the SMS codes; resolution of this issue is still pending. As a temporary fix, the SMS capability has been disabled and the security codes are being sent to your primary email address so that you can log in.

This issue cannot be investigated fully until after an update to RGS is released at the end of August. Users will be notified when the SMS option is once again operational. The RGS team apologised for the inconvenience.

How to complete the WASM for NMA projects where the Lead HREC is outside WA

All National Mutual Acceptance (NMA) projects involving a WA site must have a WA Specific Module (WASM) accompanying the Human Research Ethics Application (HREA). If the Lead HREC is outside of WA, the RGS version of WASM must be completed within the Ethics Approval > Active section of the Forms and Documents tab, and then printed and sent to the reviewing HREC.

Once ethics approval has been gained, the WASM can be submitted by clicking "Submit Ethics to RG Office". This will allow all Research Governance (RG) Offices to view the WASM and additional approved HREA and supporting documents. [Find](#) step by step instructions.

A sample [WASM](#) is available from RGS [Research Ethics](#).

Remember to save your work frequently to avoid losing entered data

There is no auto-save in RGS. Screens within RGS have an inbuilt time out period (e.g. 30 mins); once this time out has been reached any unsaved data will be lost. Please ensure you click "Save" frequently to avoid 'tears' due to lost data.

Are you using the correct web browser?

RGS only supports Internet Explorer version 11 or higher and Google Chrome web browsers. If you use Safari, Firefox or other browsers RGS will not work properly. Please check your browser before contacting RGS Support with issues.

How can I provide feedback on RGS?

If you wish to provide feedback on RGS please contact your local WA Health RGS Business User Group (BUG) Member listed below. If you are external to WA Health please contact RGS.support@health.wa.gov.au.

Health Service Provider / DoH	Research Director / Delegate	Researchers / Administrators
DoH	Anita John	Angela Ives
CAHS	Peter Richmond	Leslie Banfield, Jennifer Kent
EMHS	Graham Hillis, Daniel Fatovich	Nadine Leembruggen, Amanda Carter
NMHS	Aron Chakera, Flavie Waters, Jeff Keelan	Louise Hay, Sean Howarth
SMHS	Selina Metternick-Jones	Caroline Stone, Chris Judkins
WACHS	Won Park	Franca Leigh, Sophia Carroll

The BUG meets every 2 months to provide input into the development of RGS. At the 26 July meeting, timeframes for the implementation of monitoring and data migration were discussed. Three proposed enhancements will be explored by the RGS team for future upgrades.

Introduction of Monitoring Forms in RGS

At the end of August, RGS will be upgraded to provide the ability to complete, submit and review research monitoring forms, including amendments, progress, final and safety reports **for projects already in RGS**. This follows the already implemented complaint forms. In addition, there has been development on improving the look and functionality of tasks and the creation of new dashboards, which will allow researchers and administrative staff to track their workload easier.

What projects will require monitoring forms completed in RGS?

Once the monitoring upgrade has been deployed, all projects in RGS that are being monitored by WA Health HRECs or RG Offices will require monitoring forms to be completed and reviewed via RGS. This includes NMA projects.

How do I submit monitoring forms for projects not in RGS?

All projects that are currently outside of RGS will continue to have their monitoring forms processed outside of RGS until they can be migrated into RGS i.e. complete the word documents and email them to the relevant WA Health HREC or RG Office. Migration will occur in late 2018.

Is there any information on the new RGS monitoring process?

Yes, presentations will be conducted across WA Health during August, refer below to [Research Education](#). The RGS User Guides and Help Wiki will also be updated to contain monitoring information.

What you need to know for National Mutual Acceptance projects

Adults with Impaired Capacity or Unable to Consent

In WA, the *Guardianship and Administration Act 1990 (WA)* (the Act) does not include a provision for consent by a substitute decision maker for a person to participate in medical research. Consent under the Act may only be provided by a substitute decision maker for a person to participate in **treatment** which is in the best interests of the patient. This differs from legislation in other Australian jurisdictions.

If you are conducting a project within WA where this may be an issue e.g. emergency or intensive care research, please refer to the [RGS WA Specific Information](#) for guidance. This information is also available in the WASM. If further clarification is required, please contact the relevant WA [HREC](#) or [RG Office](#).

Review of Low and Negligible Risk Projects

The NMA [Standard Principles for Operation February 2018](#) require a full HREC review of low and negligible risk projects; they cannot be reviewed by a NMA Lead HREC through an expedited review pathway.

If a project has been reviewed via this pathway, there are 2 options before the ethical approval will be accepted by a WA Health site. Either it is re-reviewed by the original reviewing NMA HREC at a full HREC meeting or the project is reviewed by a WA Health HREC under the WA Health Single Ethical Review process. The former is preferential, as it reduces the requirement for multiple ethics committees monitoring the project.

Announcements – Funding, Fellowships and Surveys

Announcements can be found at the bottom of the RGS Home page. This section provides information on recent policy updates, RGS notifications and newsletters.

WAHTN Early Career Research Fellowships

Through an initiative of the Medical Research Future Fund the Western Australian Health Translation Network (WAHTN) has announced a new funding opportunity whereby up to ten 12-month Fellowships are being offered to support part-time early-mid career researchers who are an employee of a WAHTN partner organisation, in 2019.

The intent of these Fellowships is to encourage and support researchers that are in the early stages of their research career. The usual ECR definition of less than 5 years post completion of a PhD or other research postgraduate qualification, as used by the Australian Research Council and NHMRC, has been extended to a more generalised “less than 10 years post primary degree”.

Funding will be awarded based on 7 priority areas, one of which is to provide “support to implement findings from projects which have previously been funded through the Department of Health Research Translation Projects funding stream”.

The EOI form and Guidelines can be found at <https://www.wahtn.org/wahtn-early-career-research-fellowship-open-now/>. Please note the closing date is **5pm Friday 24 August 2018**.

WAHTN Community and Consumer Involvement Survey

An Australia-wide survey is being undertaken by the network of Advanced Health Research and Translation Centres, of which the WA Health Translation Network is one. The survey aims to ascertain the extent and nature of community and consumer involvement in health and medical research - across the members of the network. The link to the online survey is https://econusyd.az1.qualtrics.com/jfe/form/SV_0i8EqisdpxsymRD which closes on **24 August**.

Department of Health WA Research Funding Opportunities

The Department of Health WA's [Research Development Unit](#) provides policy and funding support for health and medical research, for both WA Health and the wider WA health and medical research sector. Find [here](#) Research Funding Opportunities. Currently there are no programs open. Please check the Department's website regularly for future funding announcements.

Research Education

The Events section at the bottom of the RGS Home page lists current conferences and training opportunities.

CAHS Research Education Program

The Department of Child Health Research, Perth Children's Hospital runs the Research Skills Seminar Series (RSSS). The Program offers fortnightly open-access, free seminars on key topics across the whole research process. Find more information on the [RSSS 2018](#) program.

The next seminars involve: Ethics Processes in Health Research; Conducting Systematic Reviews; and Media and Communication in Research.

Department of Health WA Presentations on RGS Monitoring Forms

Are you responsible for completing research monitoring forms? At the end of August, researchers will have the ability to complete and submit electronic Amendments, Progress, Final and Safety Forms via RGS to the relevant WA Health Human Research Ethics Committees (HREC) or RG Offices for review and approval.

This presentation will give an overview of which projects will be affected, discuss the alternative pathways for single and multi-centre projects, especially regarding National Mutual Acceptance, and provide guidance on how to navigate the process. It will also highlight additional enhancements that will be deployed, including changes to Tasks and a new dashboard to allow researchers and hospital administrators to more clearly manage their workload.

The following presentations have been booked so far, check the [RGS Events](#) for future venues:

Health Service Provider	Time / Date	Venue
SMHS	10.00 – 11.00am 16/8/18	Room G.3, Education Building, Fiona Stanley Hospital, 14 Barry Marshall Parade, Murdoch
CAHS/NMHS	TBC / 22/8/18	TBC

WAHTN Online Research Training

The [WAHTN Research Education and Training Program \(RETP\)](#) which is funded by the Department of Health WA, has 8 online training modules, including Good Clinical Practice which is free for WAHTN Partners. The modules include:

1. Good Clinical Practice Version 3 (2hrs per module):

- Module 1 - GCP Origins and Principles
- Module 2 - Researchers Responsibilities and Essential Documents
- Module 3 – Informed Consent
- Module 4 – Safety Reporting
- Module 5 - Source Data and Data Management

2. Identifying Grant Opportunities (2hrs)

3. A Practical Guide to Critical Appraisal of Scientific Papers (2 hrs)

4. Literature Searching and Management (1.5hrs)

5. An Introduction to Health Research (1-2 hrs)

6. Health Economics: Application to Research (3hrs)

7. The Essentials of Writing a Research Protocol (2hrs)

8. An Introduction to Immersive Technologies in Healthcare (1 hr)

Changes to the NHMRC's National Statement, Code and Investigator Guide

Release of the Australian Code for the Responsible Conduct of Research, 2018

The [Australian Code for the Responsible Conduct of Research, 2018 \(the 2018 Code\)](#) and [Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research \(the Investigation Guide\)](#) have been released by the co-authors, NHMRC, the Australian Research Council and Universities Australia.

The 2018 Code outlines the principles of responsible research practice and institutional and researcher responsibilities, while the Investigation Guide will assist institutions to manage, investigate and resolve complaints about potential breaches of the Code.

To find out more about the 2018 Code and Investigation Guide please visit the [NHMRC website](#).

Revision to Section 3 of the National Statement on Ethical Conduct in Human Research

In June the NHMRC issued a revision to Section 3 of the [National Statement on Ethical Conduct in Human Research, 2007](#) and consequential changes to Section 5, the Glossary and the Index.

Section 3 includes: **Ethical considerations in the design, development, review and conduct of research**

- Chapter 3.1: The elements of research
- Chapter 3.2: Human biospecimens in laboratory based research
- Chapter 3.3: Genomic research
- Chapter 3.4: Animal-to-human xenotransplantation