RGS Newsletter
May 2018

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What's new in RGS? – April 2018 changes

Stage 2 (Release 2B) changes was deployed to RGS on **24 April 2018**. The Help Wiki pages & user manuals have been updated.

SMS for Security Codes

The main enhancement in this release is the ability to receive your security code to your mobile phone. If your mobile phone details are already in your profile you can have your security code sent to your mobile by clicking 'Resend Security Code' after you have entered your password. Select the option of 'Send to Mobile'. If your mobile number is not in your profile you will have to update your details through Profile Management before you can use this option. You can also update your profile to have the security code sent to your mobile every time. Instructions to make these changes can be found on the Help Wiki: Update your profile page.

Browser Checker

RGS is supported on Internet Explorer 11 and above and Chrome. Using RGS on other browsers may impair functionality.   A browser checker has been deployed to prevent people accessing the RGS (logging in or signing up) using any other browser. The public pages are still available using other browsers.

Project Members

New text has been added to the Members tab to remind users that all project members who have access to identifiable personal health information or data from WA health must be invited to the project on RGS. Once invited, these project members can then agree to the confidentiality requirements of the project and for those outside WA Health agree to the Declaration of Confidentiality.

Changing a Project Member's role

The chart below shows who can change a person role within a project.

Roles	CPI	CPI Delegate	PI	PI Delegate	AI	RGM	Sponsor
RGS Support	🟩	🟩	🟩	🟩	🟩	🟩	🟩
CPI	🟩	🟩	🟩	🟩	🟩	🟩	🟩
CPI Delegate	🟥	🟩	🟩	🟩	🟩	🟩	🟩
PI	🟥	🟥	🟨	🟨	🟨	🟨	🟨
PI Delegate	🟥	🟥	🟥	🟨	🟨	🟨	🟨
AI	🟥	🟥	🟥	🟥	🟥	🟥	🟥
RGM	🟥	🟥	🟥	🟥	🟥	🟥	🟥
Sponsor	🟥	🟥	🟥	🟥	🟥	🟥	🟥

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Green can change any role at any site. Amber can change roles at their site only. Red can't make changes to that role (CPI or CPI Delegate) or can't make changes to other members.

Remove Member

The Remove Member button is visible on the Members tab in the project, however to remove a person (make a person inactive) on the project they must only have the role of Research Group Member (RGM). The removal of their current role/s allows those roles to be taken by another project member. A message will alert you that the person must be a RGM before they can be made inactive.

Forms and Documents

Who is the Head of Department?

The Site Specific Assessment (SSA), Budget, and Access Request (AR) forms all have a link in the Add screen that will take you to the Research Governance Offices on the Contacts page. Staff in these offices can assist you to find out the appropriate Head of Department at their site.

The Budget Form Research Department

When adding a department in a budget there is now an explanation of what a Research Department is for the purposes of your budget. If you need further clarification on this then please contact RGS.Support@health.wa.gov.au

Documents

The documents grid under Ethics and Site Authorisation will now display both the version number and date.

Site Selector

The 'Submit Project to Governance' screen has added a site selector to cater for multiple submissions under the same Research Governance (RG) Office. This will allow a submission to that RG Office when a validation is pending for a different site.

A list of all Stage 2 changes are available from ***What's new in RGS?***

Report on Business User Group activity

The latest meeting of the Business User Group for RGS was held on 17 May 2018.

The members had given feedback prior to the meeting on suggested enhancements and this was collated and presented to the members with timeframes for implementation.

A presentation was given on the upgrade to the Task menu and the new Dashboards that will be deployed with the monitoring phase of RGS.

Feedback was provided on the next deployment – monitoring – and a workshop of Ethics Officers was organised to ensure the workflow addressed each sites' requirements.

An update of the data migration was given and the data custodians at each site will be contacted for clarifications and further information as required.

To identify who your BUG members are to provide feedback to the RGS Project team, contact your Research Ethics and Governance Office. Alternatively you can provide feedback through **RGS.Support@health.wa.gov.au**

Stage 2 - Monitoring User Acceptance Testing

The next major stage of the Research Governance Service is due for deployment in late July this year. This stage will include the monitoring of projects as well as the reconfiguration of tasks and the introduction of dashboards for some users.

Given the scope of the development involved in this stage, we want to ensure there is comprehensive User Acceptance Testing (UAT). Prior to the launch of the first stage of RGS a number of people from different areas of WA Health volunteered to participate in the testing, we

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would like to do this again. We would like your assistance to source these volunteers from within the RGS users at your HSP. Ideally nominees will have some experience in using RGS so that they can test common procedures.

We are looking for volunteers who are either:

- Project members in a variety of roles (RGM, CPI and CPI Delegate, PI and PI Delegate)
- EEOs, RGOs, Committee Members and Hospital Administrators. Anyone testing as either an EEO or RGO would have to be in these roles in the current version of RGS.

If you are interested in being a tester please contact your RGS Business User Group member or RGS.Support@health.wa.gov.au

Events and Announcements

Events and Announcements can be found at the bottom of the RGS Home page. The Events section list conferences and training opportunities that may be of interest to researcher.

The Announcement section has any news relevant to RGS and research as well as a link to the RGS newsletter.

Updating your details

If you are updating your profile to change how you receive your security code, it would be a good time to check the rest of your details are correct. The only person who can update your details is you. Your contact details are used by both ethics and governance to contact you and for any correspondence. To update your details the link below will take you to the Help Wiki page that will guide you through the process.

Help Wiki: Update your profile

Standard Model for Managing Clinical Research Funds (SMMRF)

The Standard Model is a new uniform method for accounting for clinical research funds that are collected and spent in WA Health. WA Health employees can use the link below to access the intranet site for the SMMRF. There is also a link to a Fact Sheet that aims to inform researchers and their support teams of the transition provision now included in the s522 FMM Standard Overhead Charges that exempts clinical research projects until September 2019. If you are not already incorporating overheads into your research budget planning, you should make provision in all new research projects to do so, as this will contribute towards funding the dedicated business support provided for your WA Health specialty in 2019.

All WA Health employees involved in research should familiarise themselves with the implementation of the SMMRF and the impact on their research funds.

https://healthpoint.hdwa.health.wa.gov.au/FinanceGroup/Pages/Standard-Model-for-Clinical-Trials.aspx

What's happening nationally

New South Wales - Research Ethics and Governance Information System

REGIS is the Research Ethics and Governance Information System to assist in managing the ethics and governance of human research projects in NSW and ACT public health organisations. REGIS will replace AU-RED and the Online Forms portal as one system, accessible by researchers and public health organisations administering research.

Most NSW sites are in soft launch with full launch anticipated in coming months.

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