WA Health has joined the NMA

From 31 August 2017, the National Mutual Acceptance of ethical and scientific review for multi-centre human research projects conducted in public health organisations (NMA) will occur across the Australian Capital Territory, New South Wales, Queensland, South Australia, Victoria and Western Australia.

Where can I find further information on NMA?

The *WA Health NMA Guidelines August 2017* provides guidance on how the scheme works within WA Health and additional NMA guidance documents (August 2017) are located on the RGS Multi-centre Research page.

NMA information was also published in the *RGS Newsletter August 2017*.

No NMA retrospective approval - what does that mean for my project?

NMA is not retrospective; projects that already have ethics approval must remain under their approving HREC and apply the conditions of approval that were applied by the reviewing HREC. However, in accordance with the *Standard Principles for Operation,* additional sites from WA may be added to projects approved under the NMA process, by way of amendments. Follow the process below to add your site to a NMA approved project.
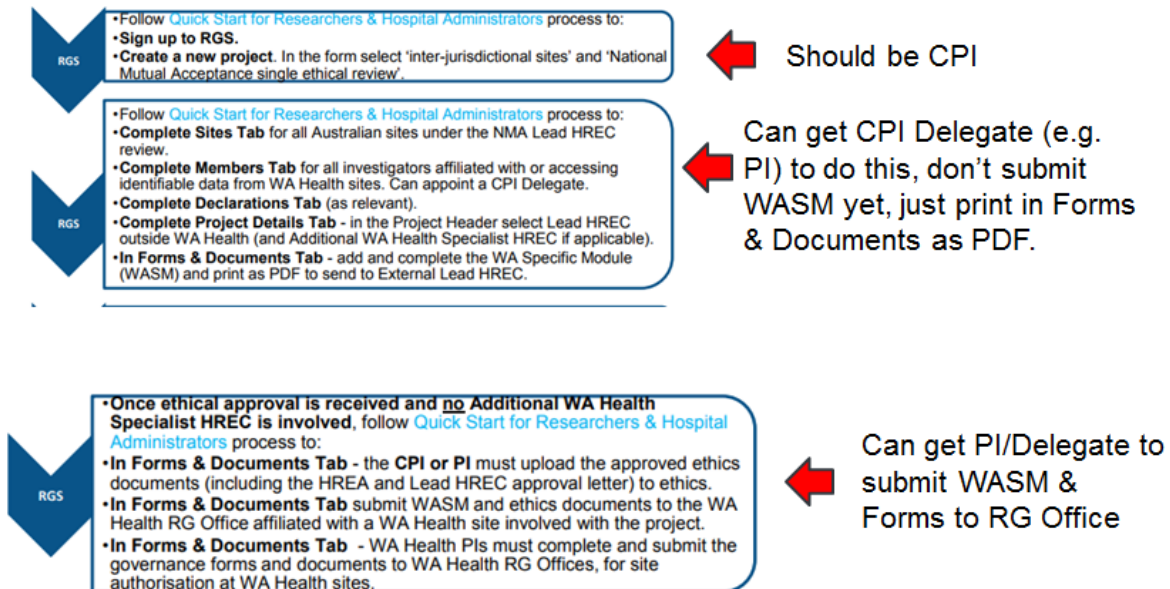
If your project is already going through the ethical review process with a WA Health HREC and it is being conducted across Australia, then it should continue to approval with that HREC.

If the project is changing to the NMA scheme and has already been created in RGS but not yet submitted to a WA Health HREC, there may be changes that need to be made. If the CPI is outside WA, the CPI for the project will need to be changed, refer to Help Wiki 'Change the CPI'. The Internal & External HREC in section 1 of Project Details may have to be changed, refer to Help Wiki Complete Project Header for National Mutual Acceptance (NMA). In section 2 of Project Details, question 3 the 'Type of ethical review' should be updated to 'National Mutual Acceptance single ethical review'.

RGS – Stage 2 (2nd release) went live 31 August

The second release of Stage 2 RGS enhancements went live on 31 August 2017. The changes are based on user feedback and ongoing development of modules to support NMA and monitoring. All RGS changes will be added to the Help Wiki pages and the user training manuals in the coming weeks.

What are the new changes to RGS?

1. Home page user interface improvements
- Font size increased on menu and ribbons
- Announcements and events higher up page to fit on the screen
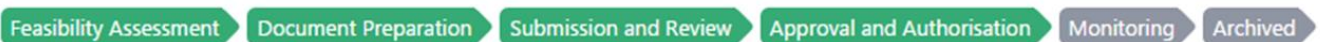
2. Login page
- Updated to prevent users clicking 'resend security code' button by mistake
- Extra warning text about security code

3. Extra security
- Sign user out of RGS after period of 4 hours inactivity

4. Project Workspace
- Chevron with links to 'next steps' guidelines to make RGS more intuitive

- Project Details - ! an exclamation mark will appear if unauthorised

5. My Projects
- Added ability to sort columns and added HREC approval date

6. Summary tab
- Risk type populated from HREC review decision

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7. Sites tab

- Warning message to only add NMA sites (not private, university sites)

8. Tasks

- Users will be sent an email notification when they have a Project Task that has been initiated by another user
- When a General Task is sent to another user, it will be viewable in the initiators 'Tasks assigned to others' and disappear when it has been actioned

9. Members tab

- Coordinating Principal Investigators (CPI) can now be a PI Delegate

10.   Forms & Documents tab

- Project Members can view the validation of forms & documents on clicking a link in 'view', not on 'date'(as previously)

Documents

- Special characters in document names are allowed

Forms

- Tooltips available on 'view' mode in addition to 'edit' mode
- Close Button available on 'view' mode – ability to close form using this button
- Emails are sent to CPI/Delegate and PI/Delegate when forms are signed by Hospital Administrators (governance) and PIs (ethics)
- 'Pending signatures' status added to forms when form has been 'Marked Complete' but not signed prior to authorisation
- Green coloured form index added – when section of form is complete, the section turns green. It changes when you click the 'Next' and 'Mark Complete' buttons
- Changed WASM questions that are not populating correctly to yes/no selection

Budget Form

- Added a 'Total' row to section 3 for the total cost, $ funding, in-kind funding columns
- Warning message if used clicks 'unlock' for research/supporting department if the section has already been authorised to prevent accidental removal of authorisation

11.   Changes to User's Personal or Contact Details

- Require RGS Admin approval when user profile is updated for change of name, primary and alternate email addresses (extra security)
- Ensure name changes are populated throughout system
- Added RGS Admin task to approve request to update user's details
- Include new 'area of research specialty' – Emergency Medicine

12.   Introduction of New Activity Flag for Comments Tab

- Alibility to notify recipient of new comment via email
- Ability to flag inappropriate comment for removal by RGS Admin
- Flag comments tab with number of new / recent comments for 7 days

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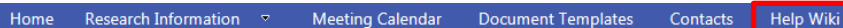
13. Letters

- Add multiple attachments (with links) to a letter & ability to view signed letter
- Populated validation email with forms/documents that have been validated
- New ethics submission email with form/documents that have been submitted

14. Administration

- Update the sequence of sub-tabs within the Administration tab to logical order of validation & review process
- Manage Departments – Allow RGS Admin to move departments under a different division (allows for changes to organisational charts)
- RGS Admins – ability to revert EEO/RGO incorrect validation decision if valid/not valid
- Governance Admin tab - Only populate sites from WA public sites not external NMA sites.

Help Wiki

The Help Wiki is available to help you navigate through the RGS. It is located on the right hand side of the horizon ribbon in RGS.

| Home | Research Information ▽ | Meeting Calendar | Document Templates | Contacts | Help Wiki |

Once in the Help Wiki there is an expanding menu on the left hand side of the screen that allows you to narrow your search to what part of the process you need help with. For other common questions refer to FAQs.

Quick Guides

If you wish a quick guide to using RGS, 2 one pager 'cheat sheets' are available at:

✔ Quick Guide - Register, Sign-in, Update Profile

✔ Quick Guide - Complete, Authorise, Submit Applications

RGS Internet Browsers

Remember to only use the following internet browsers when using RGS:

- Internet Explorer 11 or higher
- Google Chrome

RGS Support

After reviewing the Help Wiki, if you need additional help with using RGS, please email RGS.Support@health.wa.gov.au please leave your phone number if you wish to speak to someone and they will endeavour to call you as soon as possible.

If your enquiry is more related to ethics and governance processes, policy or contractual enquires (not related to RGS), contact details for WA Health Ethics and Governance Offices, policy and contractual personnel can be found at Contacts.

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