

Conducting Research at SWSLHD

Malina Peng

Administration Officer

Research Directorate

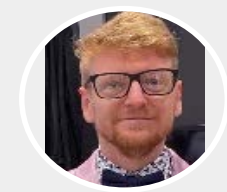
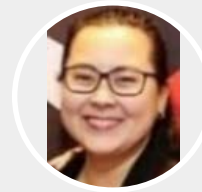
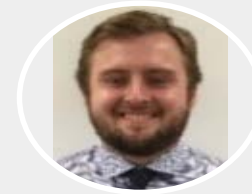


Health

South Western Sydney
Local Health District

Research Directorate – Research Ethics and Governance Unit

- Research Ethics and Governance Manager
 - Dr. Shakti Shukla
- Research Ethics and Governance Coordinator
 - Dr. Cameron Lutman
- Senior Administration Officers
 - Mrs. Malina Peng
 - Mr. Logan Lown



Health
South Western Sydney
Local Health District

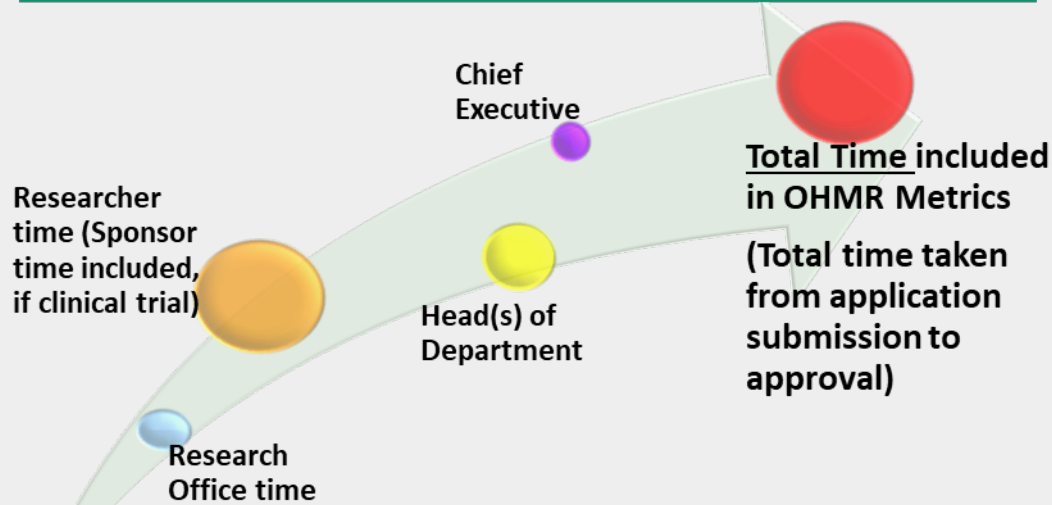
Overview

- Metrics from July 2021
- Decision Aid
- Low Risk Research
- Greater than Low Risk Research
- Research Ethics and Governance Information System (REGIS) – Project Registration, HREA and Site Specific Application



2023 Rollout of OHMR Metrics strategy

Implementation of OHMR Ethics and Governance metrics – Whole of Organization approach



OHMR mandated benchmarks* (since July 2021)

**Greater than low risk applications*

Ethics - 90 Days

Governance - 60 days

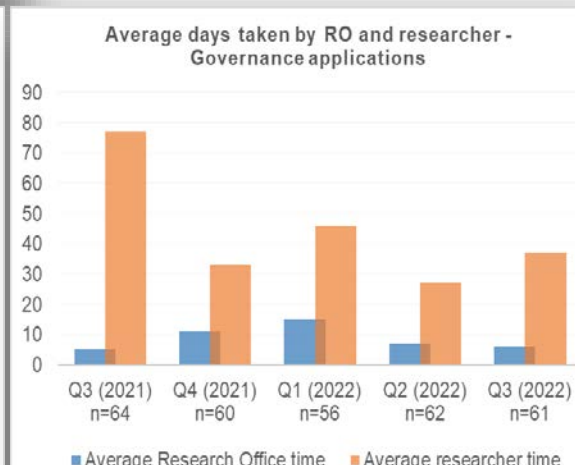
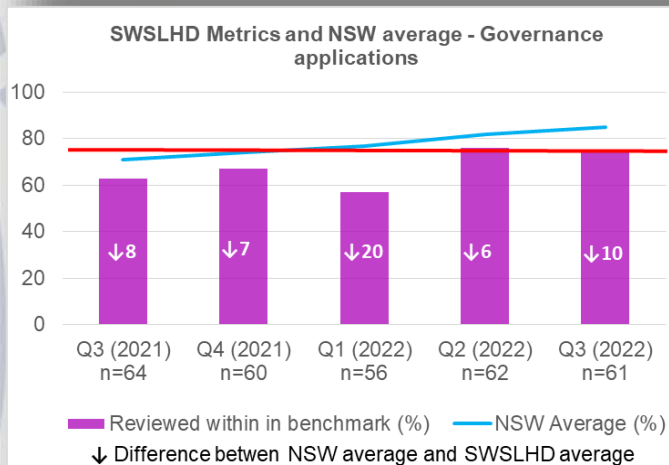
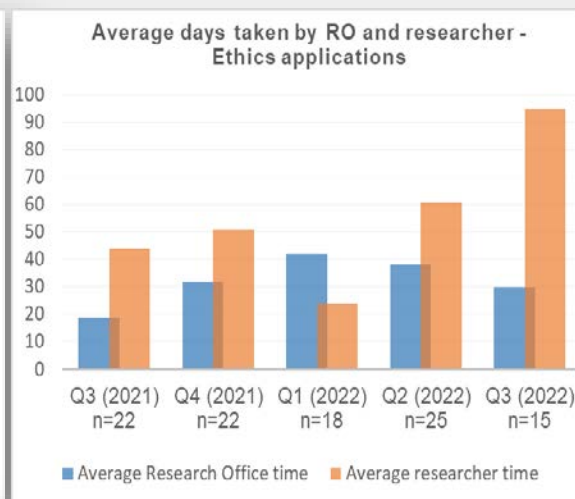
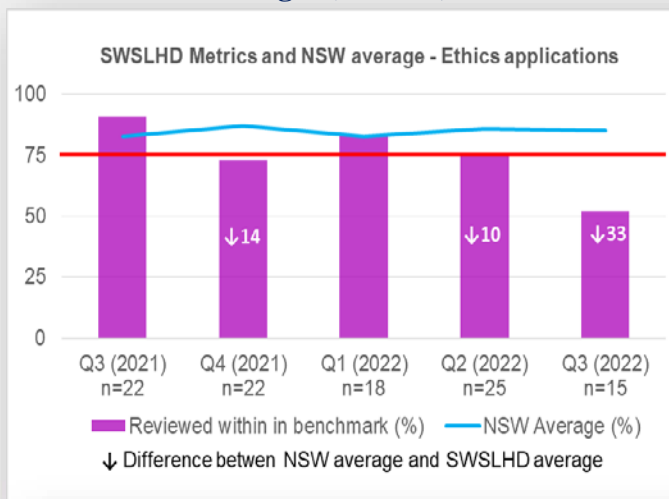
Measures	Frequency of Reporting	Target		
		Not Performing	Underperforming	Performing
Metric 3 (KPI21-03) -- Ethics applications involving Greater than low risk to participants approved by the reviewing HREC within 90 calendar days (%)	Quarterly	<55%	≥ 55% and < 75%	Target of 75% met or better
Metric 4 (KPI21-04) – Site specific applications involving more than low risk to participants authorised within 60 calendar days (%)	Quarterly	<55%	≥ 55% and < 75%	Target of 75% met or better

2023 Rollout of OHMR Metrics strategy

SWSLHD – Metrics Performance

Target (red line) – 75%

Average time lapsed



Strategy for addressing metrics

- Research Office Strategies
 - Follow up with HREC review promptly
 - Process new applications and responses as soon as they are received
- Researchers Strategies
 - Follow up with HOD after a week
 - Respond to further information requests promptly
- Only submit your REGIS applications once you have all the required information/documents



Research Process Overview

Ethical Review
(HREA)

- Reviewed by Ethics Committee / Sub-Committee (HREC)

Governance
Review (SSA)

- Reviewed by Research Governance Officer (RGO)

Approved /
Authorised to
Commence

- Every study requires **approval** from the HREC and **authorisation** from the RGO



Health
South Western Sydney
Local Health District

Ethics vs Governance

Ethics:

- The what
- Theory
- Scientific merit and integrity
- Ethics committee review
- Ethical guidelines

Governance:

- The how
- Practical
- Finances/budgets
- Head of Department Support
- Local policy
- Research Directorate



Health

South Western Sydney
Local Health District

Decision Aids

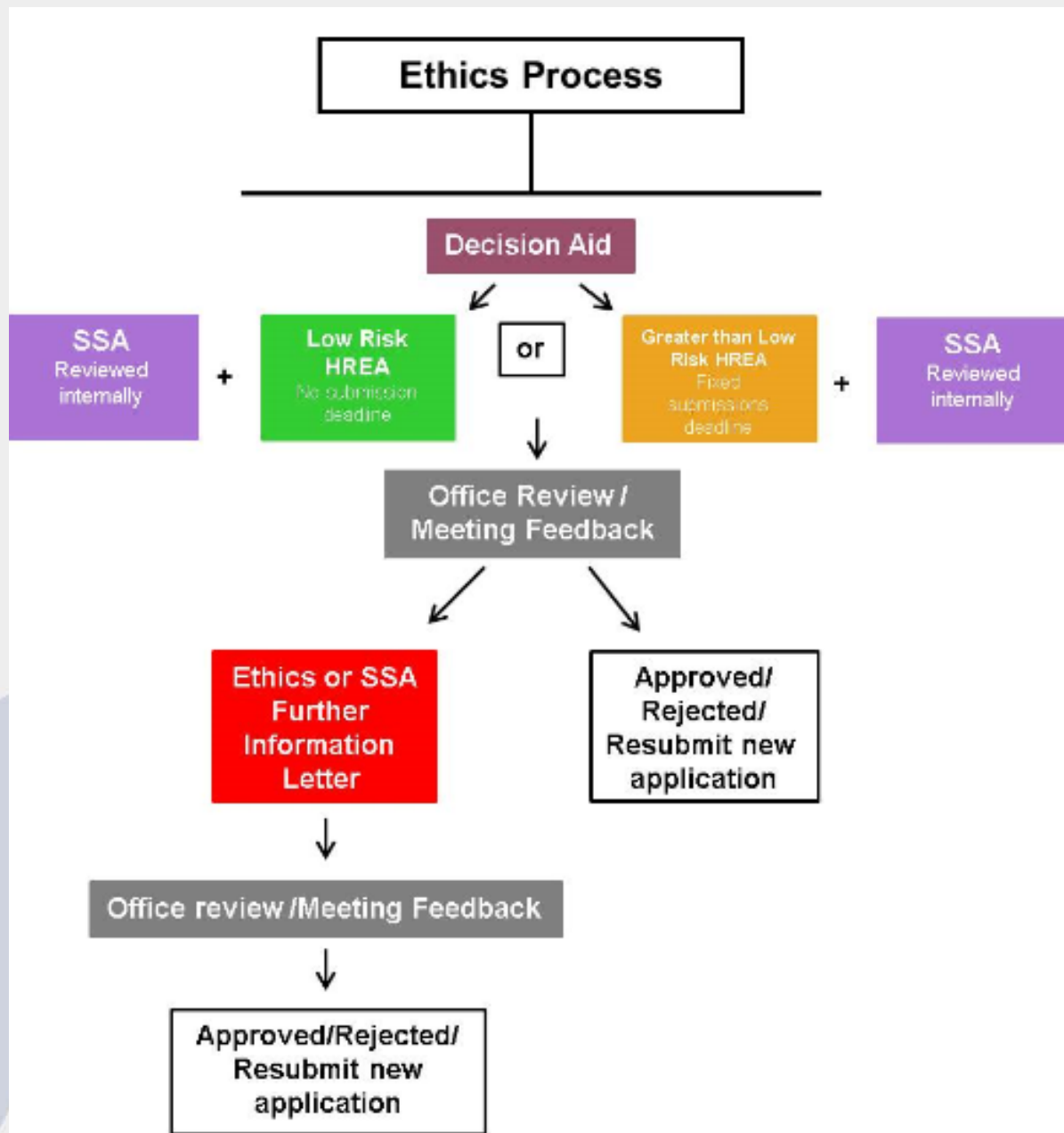
If you are not sure which pathway your research application falls upon, please fill out the Decision aid for review by our office.

Decision Aid:

- ✓ Complete the [Decision Aid form](#)
- ✓ Email the Decision Aid to SWSLHD-Ethics@health.nsw.gov.au with subject line: Decision Aid Review.
- ✓ The Research and Ethics Office will email you back within a week with a decision regarding what type of application you should complete.



Health
South Western Sydney
Local Health District



Low risk research

Low risk and negligible risk research

- The expression 'low risk research' describes research in which **the only foreseeable risk is one of discomfort.**
- The expression 'negligible risk research' describes research in which **there is no foreseeable risk of harm or discomfort; and any foreseeable risk is no more than inconvenience.**
- Research in which the risk for participants is more serious than discomfort is not low risk.



Low risk research

Examples of low risk research pathway include:

- Retrospective audit
- Secondary use of de-identified data
- Low Risk Surveys and Focus Groups
- reviewed out-of-session by Executive Committee



Health
South Western Sydney
Local Health District

Greater than low risk research

Is research in which the risk for participants is more serious than discomfort and inconvenience.

Examples of greater than low risk research include:

- Clinical Research
- Clinical Trials
- Qualitative Research: Some Surveys/Focus Groups/Interviews
- Studies involving Aboriginal/Torres Strait Islander Populations (must also obtain approval via AH&MRC)
- Vulnerable Groups



Greater than low risk research – Vulnerable Groups

- Women who are pregnant and the human fetus
- Children and young people
- People in dependent or unequal relationships
- People highly dependent on medical care who may be unable to give consent
- People with a cognitive impairment, an intellectual disability, or a mental illness
- People who may be involved in illegal activities
- Aboriginal and Torres Strait Islander peoples
- People in other countries



Health
South Western Sydney
Local Health District

Research Ethics and Governance Information System (REGIS)

Use our Quick Reference Guides below and also available here at [this link](#).

USER LOGIN

Username

Password

CAN'T ACCESS YOUR ACCOUNT?

DON'T HAVE AN ACCOUNT YET?



REGIS

<https://regis.health.nsw.gov.au/>

SCROLL DOWN FOR MORE INFORMATION

Who do I contact, and when?

Who you contact depends on the nature of your query – please read below.

Contact your **local research office** (NSW or ACT) for assistance with registration, applications, and post-approval/authorisation matters such as: information/documents you need to include, missing or incorrect dept's information (site-governance applications), and how to use REGIS (non-technical).

Contact the **REGIS IT Help desk** on **1300 073 447** for technical queries such as system issues or faults, and account access issues. The Help desk is available 7am-7pm Monday-Friday, excluding ACT Public Holidays.

For information on **how to use REGIS**, refer to REGIS Quick Reference Guides (QRGs).



QUICK REFERENCE GUIDES

Follow useful advice on preparing, assessing and approving ethics and site governance applications in REGIS

[Learn more](#)



HELP DESK & FAQs

Get help desk support or refer to FAQs for Researchers and Applicants to have your questions answered

[Learn more](#)



REGIS TRANSITION - COMPLETED APRIL 2019

ACT and NSW public health organisations have introduced REGIS for ethics and site-governance applications. View the historical timeline here.

[Learn more](#)



Health
South Western Sydney
Local Health District

PROJECT

Registration



Health
South Western Sydney
Local Health District

Creating a New Project

Create a form

+ New form

Project Registration

Top 5 milestones due

There are no records to display.

Your activities

Projects

Click Project in top right corner, then New Form, then Project Registration.

You will need to register your project first, then REGIS will automatically generate the required HREA and SSA(s).



Health
South Western Sydney
Local Health District

Creating a New Project

+ New form ×

Select the form you wish to fill out:

Project Registration

× Cancel



Project Registration

- Essential Reading: QRG – PROJECT REGISTRATION
- Ensure that the site and CPI and PI is correct.
- Additional to Ethics and SSA – but it is helpful as it AUTOPOPULATES information to save you time later.
- Ensure you list all SITES in NSW and ACT for the project!

Project Registration

Applicant: [Applicant email address]

Project Details

Project Title

[Title Free Text Part]

Project Summary

[Title Free Text Part]

Study type: [e.g. Health Research/ Social Science]

Is application being submitted under NMA: Yes/No

Has the project ever received ethics approval, or has an ethics application form ever been submitted to an NHMRC registered HREC, for the project? Yes/No

Sponsor

Sponsor type: [Title Free Text Part]

Sponsor name: [South Western Sydney Local Health District]

Coordinating Principal Investigator

CPI Name	[Full Name]
ORCID	[If Applicable]

Sites

NSW Site	Principal Investigator
[South Western Sydney Local Health District (Site)]	[PI Name]
ACT Site	Principal Investigator
Other Site	Principal Investigator

HREC

HREC Name: [South Western Sydney Local Health District Human Research Ethics Committee]

Documents

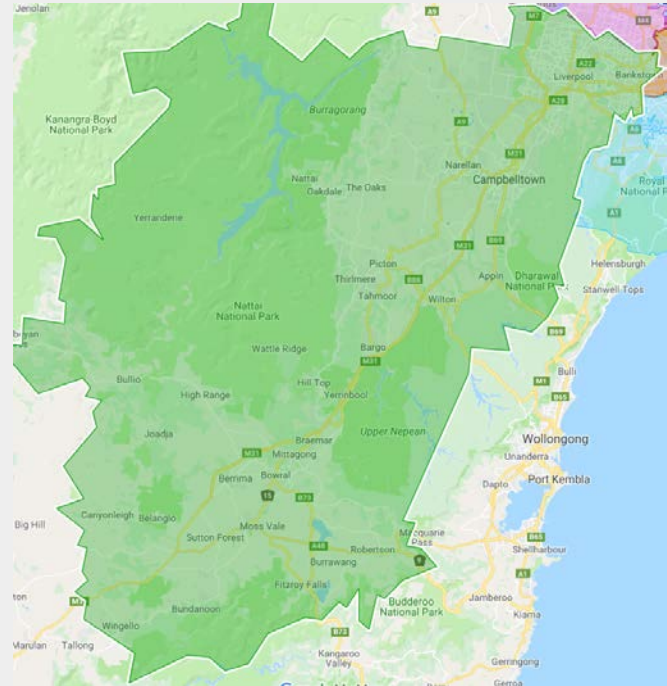
Document title	Document type
----------------	---------------



Health
South Western Sydney
Local Health District

SWSLHD Sites

- Bankstown Lidcombe Hospital
- Bowral and District Hospital
- Camden Hospital
- Campbelltown Hospital
- Fairfield Hospital
- Liverpool Hospital
- Ingham Institute for Applied Medical Research
- South Western Sydney Local Health District (Site)
- Karitane
- NSW Service for the Treatment and Rehabilitation of Torture and Trauma Survivors (STARTTS)
- SWSLHD Community Health Centres



Health
South Western Sydney
Local Health District

Example of selecting a site

If you are unsure of the Project Centre use this cell to search NSW/ACT site names in REGIS.
Once you select the Project Site the Project Centre will appear. Use this information to complete the table below.

Liverpool Hospital	South Western Sydney Local Health District	
ACT Health	NSW Health	Other health jurisdictions or organisations

Nominate the project site/s within NSW Health and a Principal Investigator for each site

A research project may be conducted at one or more sites within one or more Centres within NSW Health.

A 'Centre' may be a Local Health District (LHD), a Specialty Health Network, a Pillar organisation, an affiliated health organisation or other health organisation operated by NSW Health. A Site Specific Assessment (SSA) will be generated for each site nominated.

A Principal Investigator (PI) is the person responsible either individually or as a leader of the researchers at a site, for the conduct of research at that site. In a single site research project or when a project does not require the appointment of a NSW Health principal investigator, the coordinating principal investigator may also be the principal investigator. The PI is the only person who has the authority to submit the Site application. An incorrect response here may cause the application to be Ineligible and will cause delay in processing.

If you are unsure of the names of the Centre or Site/s your project will be conducted at, please discuss with your local research office. An incorrect selection here can delay your application process.

<input type="checkbox"/> Project Centre *	Project Site *
South Western Sydney Local Health District	Liverpool Hospital
Principal Investigator email (REGIS username) * ?	Principle Investigator name
Logan.Lown@health.nsw.gov.au	Logan Lown



Health
South Western Sydney
Local Health District

What about sites outside of SWSLHD?

- Ensure you list all sites to be involved in the project in your Project Registration.
- Private sites (i.e. private hospitals, private practices etc).
- SWSLHD HREC cannot provide ethical review for universities.



Project Registration

- Introduction
- Part A: Does REGIS need to generate a HREA for this application?
- Part B: Project Details
- Part C: Research site/s details
- Part D: Research Team details: Coordinating Principal Investigator
- Part E: Attachments to be uploaded for registration to be finalised

Submit

Submit



Select Complete Registration to register the project and generate the following forms.

Human Research Ethics Application form

An SSA for each of the following will be created

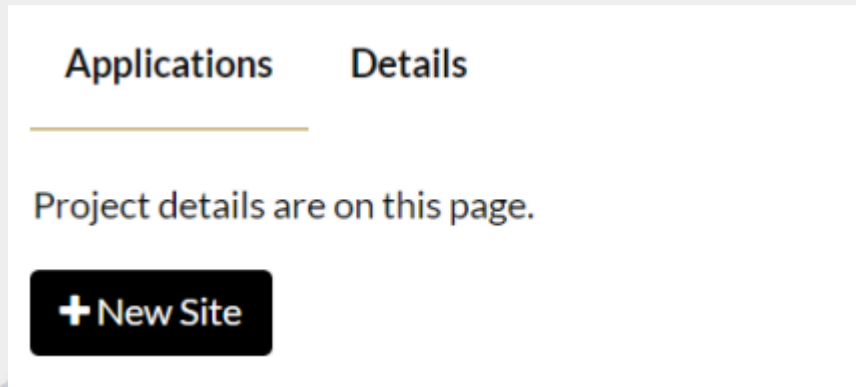
Each SSA will be shared with the nominated PI for them to complete and submit.

Complete Registration

Part E: Attachments – draft protocol is fine.
Submit Project Registration to get access to Ethics and SSA.

Submitted Project Registration but no SSA?

If a site was missed or incorrectly selected during project registration prior to ethics approval. If ethics status is 'In Progress'



If not, create a new version of the ethics application and remember to update project team with new PI in HREA.


Identifier	Title	Comments	Version	Status	Owner
2019/ETH12546	SWSLHD Zip Test		0.00	Submitted	Logan Lown
2019/STIE15827	SWSLHD Zip Test		1.01	In Progress	Logan Lown
2019/STIE15828	SWSLHD Zip Test - Campbelltown Hospital		1.00	In Progress	Malina Peng

Same process if it is an NMA study.





Edit Access

TITLE	STATUS
<u>053058 - Project Registration</u>	● In Progress
Invite user to register or share form	Identifier 053058 Owner 
Delete form	Title Project Registration
	Status In Progress
	Related identifier

Manage access

The list of users currently assigned to the application are listed.

Access

Select the drop down list to increase or decrease the access of those listed.



Delete access by selecting this icon.



Resend an invitation to register by selecting this icon.

The 'Invite user to register or share' wizard will pop up.

 Invite user to register or share



Health
South Western Sydney
Local Health District

Terms in REGIS

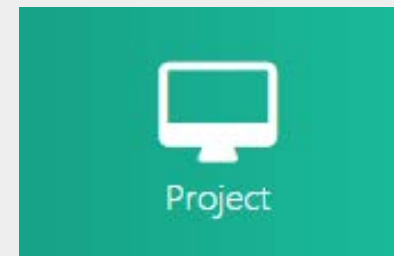
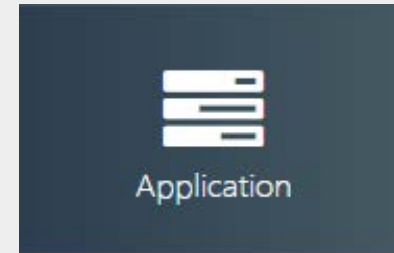
Project Reference # = 2023/PIDXXXXX

Ethics Reference # = 2023/ETHXXXXX

Site Specific Reference # = 2023/STEXXXXXX

Application = Pre approval documents

Project = Post approval documents



Health

South Western Sydney
Local Health District

Human Research Ethics Application (HREA)



Health
South Western Sydney
Local Health District

Greater than Low Risk Application HREC MEETING DATES FOR 2023


Please refer to our [website](#) for yearly updates:




Submission Closing Date	HREC Meeting Date
Friday, 3 February 2023	Monday, 20 February 2023
Friday, 3 March 2023	Monday, 20 March 2023
Friday, 31 March 2023	Monday, 17 April 2023
Friday, 28 April 2023	Monday, 15 May 2023
Friday, 2 June 2023	Monday, 19 June 2023
Friday, 30 June 2023	Monday, 17 July 2023
Friday, 4 August 2023	Monday, 21 August 2023
Friday, 1 September 2023	Monday, 18 September 2023
Friday, 29 September 2023	Monday, 16 October 2023
Friday, 3 November 2023	Monday, 20 November 2023
Friday, 24 November 2023	Monday, 11 December 2023



Health
South Western Sydney
Local Health District

Example of an Ethics Application

Logged in [Josh Yip]





Research Ethics Governance Information System  

Applications (2017/PID01524) | Projects | Project Details (2017/PID01526) | Applications (2017/PID01526) | Edit Application

2017/ETH00987 - Test Project 2 08122017 - HREA

- Introduction
- Project Overview
- Project Team
- Project Team Details
 - (1) Mr Josh Yip
- Disclosure of Interests
- Restrictions
- Evaluations
- Location
- Methods
- Participants
- Method Specific
- Interventional/Clinical Trials research**
- Participant Specific
- Project Details
- Recruitment
- Consent
- Risk

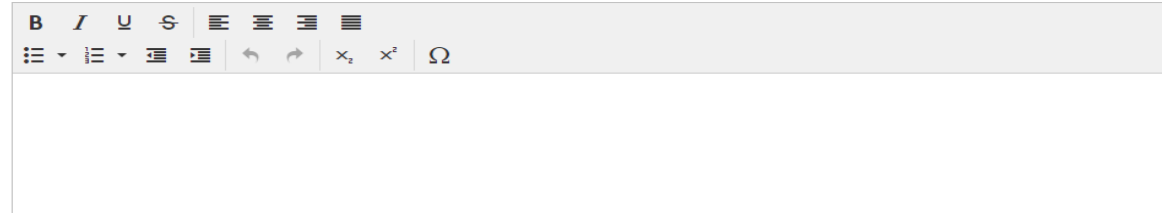
Interventional/Clinical Trials research

General Clinical Trial Drugs Clinical Trial

M6.1 Briefly describe the intervention/s that you will be using.*

- You should describe the types of interventions (e.g. substances, devices, treatments, therapies, new models of care, techniques or processes) and the contexts in which they will be used.



M6.2 Is your intervention related to the prevention, diagnosis, treatment or management of a health condition?*

Yes No

M6.2.1 Do you consider that you are conducting a clinical trial?*

- The World Health Organization defines a clinical trial as "any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes".
- Interventional research that is not health-related may use trial methodology, e.g. randomisation, but it is not a 'clinical' trial.

Yes No

M6.2.1.1 What does the clinical trial involve the use of?*

- "Other" may include, but not be limited to, surgery, radiation and diagnostic test. It may also include non-physical interventions being investigated in a clinical context.

Project Team Details – Section 1

CPI – This person will be the first person in the table. If this person is also a site PI they will appear multiple times – **do not remove them.**

The person listed as **CPI** must have the following response in HREA (this has been prefilled).

1.9.4 MUST use REGIS username/email

1.9.10 MUST be Coordinating Principal Investigator

PI/s – Site PI/s added at Project Registration will appear under the CPI

Administration contact - If you would like to add an administration contact to the ethics application who is not already listed in the table, add another line with their Title, Name and Surname on the previous page, 'Project Team'.

Ensure that you list all investigators in both the HREA and the protocol.



Health
South Western Sydney
Local Health District

Attachments

- Protocol – mandatory document. Template available on our website which is endorsed by the SWSLHD HREC.
- MASTER documents – Participant Information Sheet, Consent Form and Withdrawal Form.
- Any other supporting documents Flyer/Brochure etc.



Protocol Tips

Provide a substantial Protocol for review ensuring that it has the following information:

- A footer that lists the name of the document, version number and date – page numbering is recommended.
- The rationale/background must have references
- waiver of consent is well justified
- Ensure that Ethical Considerations are listed in the Protocol
- Ensure that data collection items are listed in the protocol if the study is a retrospective review.
- Appendices are not acceptable – all documents must be provided individually with its own footer.



MASTER documentation

The Participant Information Sheet/Consent form **should not** refer to site specific information. Please ensure that all master versions:

- Do not display the SWSLHD logo; and
- Do not have any site specific information such as the site name, investigator names, contact details, etc; and
- Display in the following in the footer: the name, version and date of the Master document, e.g.
Master Participant Information Sheet, version 1.0, dated 1 January 2022



ETHICS - Tips

- Version control e.g. Document title, version number and date.
- State Specific requirements for sites that involve WA/VIC.
- Edit Access can edit application however only CPI and Principal Investigator (PI) must submit the final applications in REGIS.



Common issues, mistakes and omissions

- Version control and missing footers on all documents
- Updated documents provided in tracked and clean
- One third of the applications consists of grammatical and spelling errors
- HOD support – study team members are not allowed due to Conflict of Interest



ETHICS – Status Flowchart

1. Submitted
2. Eligible / Ineligible
3. If ineligible, follow [QRG – Ineligible Notification – Resubmitting Application](#). The HREA will then go back to submitted.
4. Under Review/Assigned to meeting
5. Information Requested . Please note that we require a response cover letter and updated documents in tracked and clean. **Please respond within set timeframe for compliance with OHMR Metrics.**
6. Information Provided
7. Approved/Not Approved.



Site Specific Application



Health
South Western Sydney
Local Health District

Submitting an SSA Application

Export CSV Show 10 entries Search:

Identifier	Title	Comments	Version	Status	Owner	Created date
2019/ETH12546	SWSLHD Zip Test		0.00	Submitted	Logan Lown	12/12/2019 03:48:00 PM
2019/STE15827	SWSLHD Zip Test		1.01	In Progress	Logan Lown	06/03/2020 09:36:18 AM
2019/STE15828	SWSLHD Zip Test - Campbelltown Hospital		1.00	In Progress	Malina Peng	12/12/2019 03:51:10 PM

Showing 1 to 3 of 3 entries

< Previous 1 Next >

All NSW Public Health Sites listed in the Registration or added as an Addition of Site Amendment will be listed here



Health
South Western Sydney
Local Health District

What's in a SSA

- Part A – Project wide information
- Part B – Project team
- Part C – Departments and services
- Part D – Recruitment, records, tissue and data
- Part E – Site costing and Funding
- Part F – Attachments and site specific documents
- Part G – Declaration and request for HOD decision



Adding Head of Department

Part B: Site Team ✔

Part C: Departments and Services

Part D: Recruitment, Records, Tissue and Data

Part E: Site Costing and Funding

Part F: Attachments – Site Specific Documents

Part G: Declaration

identified against each nominated department.

Please note: the 'Head of Department' for any NSW 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 *

No department head can be found for the selected department.

C2. Department Head Name

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

+ - ↕

Part C: Departments and Services

Part D: Recruitment, Records, Tissue and Data

Part E: Site Costing and Funding

Part F: Attachments – Site Specific Documents

Part G: Declaration

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 *

LIV - Clinical Information/Medical Records

C2. Department Head Name

Ashna Sharma



Health
South Western Sydney
Local Health District



TIPS - Head of Department Support


- Ensure that you select all the correct Head of Departments for your study.
- Please note that a supporting department (i.e. Intensive Care, Emergency department, Gastroenterology) does not have the jurisdiction to provide support for medical records access.
- The HOD cannot also be an investigator of the study as this is considered a conflict of interest. To avoid this, if a HOD is an investigator please provide this HODs in-line managers support in REGIS.
- If the correct Head of Department is not showing in REGIS and you cannot change this, please contact our office via email.



Health

South Western Sydney
Local Health District

How to check outstanding HODs in REGIS

IDENTIFIER	TITLE	COMMENTS	VERSION	STATUS
 2021/STE02997	A Multi-centre Re...		1.00	● Completed pen...

Application information


Invite user to register or share application

Identifier
2021/STE02997 ● Completed pending HOD

Title


Application Details **Decisions** Forms Applications

Application details are on this page.

 Export CSV Search...

TITLE	APPROVAL	CREATED DATE	OUTCOME
Head of Department Support for Site Specific Assessment	Bankstown Lidcombe Hospital	23/07/2021	● Pending

Decisions

USER	DECISION	COMMENT	OVERRIDDEN	OVERRIDDEN DECISION	ASSIGNED DATE
					23/07/2021



Frequently Asked Questions

My Application is "HOD not supported" how can I find which HOD has not supported?

To see which HOD has or has not yet made a decision and any comments provided, follow the steps outlined in the previous slide. In summary, click on the STE row, then select application information. Once the page has loaded, click on Decisions tab and select Head of Departments.

Please create a new version to edit the SSA if required to resolve HOD issue.

Will the Site application go back to all HOD(s) upon resubmission?

No, any HOD that has previously provided a decision of either supported or not supported **will not be asked to provide support again**, only additionally added HOD(s) will be required to provide support.



Health

South Western Sydney
Local Health District

SSA – Status Flowchart

1. **Completed pending HOD/HOD not supported**
2. **Submitted** when you submit the SSA.
3. **Eligible/Ineligible**
4. If **ineligible**, follow *QRG – Resubmit a new version of the application after an ineligible notification*. The SSA will then go back to **submitted**.
5. If further clarification is needed, SSA will either be **Information Requested**. Please note that we require a response cover letter and updated documents in tracked and clean. **Please respond within set timeframe for compliance with OHMR Metrics.**
6. Submit further information, and the status will become **Information Provided**. This means it is with our office.
7. If the application is ready for approval as deemed by the Research Ethics Office, the SSA will be **Authorised**. You will receive an authorisation email via REGIS.



Health

South Western Sydney
Local Health District

What you need to submit with SSAs

- All MASTER Documents listed on HREC approval letters to be used at SWSLHD.
- All ethics HREC approval letters and subsequent amendments approvals
- Site Specific Documents based on the latest approved master version.
- Only submit the latest version of each document
- Confidentiality Agreement for investigators not employed by NSW Health. Criminal Record check (within 3 years) if they are also coming on-site, contacting participants or viewing identifiable information.



Additional SSA Approvals (if applicable)

- Medical Records Head of Department support
- Pharmacy Head of Department support
- NSW Pathology quote
- Local site Radiation Safety Report (approved by lead HREC)
- Aboriginal Health & Medical Research Council (AHMRC) Ethics approval documentation
- NSW Civil and Administrative Tribunal (NCAT) Approval
- Translated documents approved by a NAATI translator
- Research Collaboration Agreement
 - If SWSLHD data is being transferred externally to SWSLHD
 - If funding from external sources/sponsor will be provided to SWSLHD for the purpose of the research



Clinical Trial SSA requirements

- Evidence of Good Clinical Practice (GCP) training for all investigators conducted within last 3 years.
- Clinical Trials Research Agreement (CTRA) (from Medicines Australia website)
- Southern & Eastern Border States SEBS approval letter for any changes to Schedule 4 or 7 of the CTRA
- Medical Indemnity (if applicable) (from Medicines Australia website)
- CTN (Clinical Trial Notification from the TGA) (if applicable)
- Current insurance certificate (if applicable)





CTRA/Indemnity documents

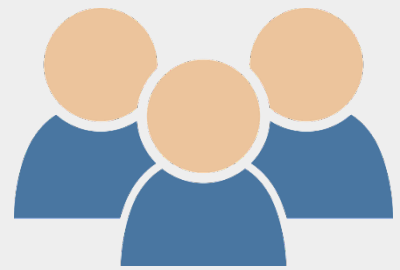
- We recommend electronic signature for CTRA/Indemnity documents.
- Ensure Correct Legal Entity details for SWSLHD:

*South Western Sydney Local Health District
Administration Building, Eastern Campus, Liverpool Hospital
Locked Bag 7279, Liverpool BC 1871, ABN: 46 738 965 845*

- Please ensure that the Sponsor and Principal Investigator has signed these documents prior to submission in REGIS.



Health
South Western Sydney
Local Health District



Preparing Site Specific Documents

- All Site Specific Documents must:
 - Display the SWSLHD logo
 - Include all site specific information such as investigator names, contact details, relevant site information
 - Include the SWSLHD Research Directorate complaints paragraph at the end of each **Participant Information Sheet** and insert the local project number (20XX/STEXXXXX).
 - Display the name, version number and date of the document in the footer of the Site Specific Document IN ADDITION to the Master footer, e.g.
Liverpool Hospital Participant Information Sheet, version 1.0, dated 30 January 2023
Master Participant Information Sheet, version 1.0, dated 1 January 2023



Health

South Western Sydney
Local Health District

Who do I contact, and when?

Contact the Research Office

For information on:

- what to include in your REGIS application(s)
- the status of your REGIS application(s)
- how to use REGIS
- **Phone: 8738 8304 or 8738 8314 | Email: SWSLHD-ethics@health.nsw.gov.au**

Contact the REGIS Technical Help Desk (Monday - Friday, 7AM to 7PM, excluding ACT Public Holidays):

For any technical issues with REGIS including, but not limited to:

- system issues or faults
- account access issues
- system advice (your research office may also be able to help you)
- **Phone: 1300 073 447 | Email: support@f1solutions.com.au**

Contact the NSW eHealth REGIS Support Team (Monday - Friday, 9AM to 4PM, excluding NSW Public Holidays):

For any non-technical issues with REGIS including, but not limited to:

- information on training, resources and news
- feedback on using REGIS
- general REGIS 'How to' questions
- Email: regis@health.nsw.gov.au



Health
South Western Sydney
Local Health District

Questions



Health
South Western Sydney
Local Health District