

# RESEARCH GOVERNANCE

NEWSLETTER No 031

June 2024

## DoH LOW RISK RESEARCH ETHICS NOW ACCEPTING APPLICATIONS!

The DoH Low Risk Human Research Ethics Committee is now reviewing!

Investigators planning to submit an ethics application are strongly encouraged to contact the Research Ethics Office at [research.ethics@health.tas.gov.au](mailto:research.ethics@health.tas.gov.au) for information and guidance prior to submission via REGIS.

Dates of committee meetings and deadlines for submission of ethics applications can be viewed in the appendix below. Further information on ethics is now available on the [Research Ethics and Governance Unit](#) intranet pages.

## SUBMITTING ANNUAL SITE PROGRESS REPORTS IN REGIS

The collection of annual site progress reports is necessary for the Organisation to meet its obligations for appropriate research monitoring under the National Statement.

TAS annual site progress reports are due on **1 August 2024** and then on **1 May** each subsequent year for the duration for which the project is authorised.

For instructions on how to submit the annual site progress report, please see the [Research Governance](#) intranet page.

Please note that annual site progress reports for paper-based projects should continue to complete the template available on the [intranet](#) and submitted via email to [research.governance@health.tas.gov.au](mailto:research.governance@health.tas.gov.au).

For further research-related information and updates, please see the [Research Ethics and Governance Unit \(REGU\)](#) intranet pages and for REGIS support, please contact [tasregis.enquiries@health.tas.gov.au](mailto:tasregis.enquiries@health.tas.gov.au).

## MIGRATING PAPER-BASED PROJECTS ONTO REGIS

THS/DoH research projects that were approved through the paper-based system prior to the Research Ethics and Governance Information System (REGIS) can now be migrated onto [REGIS](#)!

It is important to note that the process of migrating a project onto REGIS requires input from both researchers and the REGIS team before the project is migrated.

However, once the project is migrated, it will be automatically approved and ready for any future amendments to be made via REGIS.

The REGU strongly recommends that research projects that are to remain open and active for more than 12 months are migrated onto REGIS. If you are planning to migrate your paper-based projects to REGIS, please contact us at [tasregis.enquiries@health.tas.gov.au](mailto:tasregis.enquiries@health.tas.gov.au) for guidance and further information.

## TCHI 'IMPLEMENTATION SCIENCE: WHAT, WHY AND HOW' WORKSHOP

Tasmanian health professionals, researchers, policy makers, advocates, and administrators interested in expanding their knowledge and skillset in implementation science are invited to attend a free, in-person workshop entitled hosted by TCHI and facilitated by Dr Sharon Andrews and Dr Pieter Van Dam (Associate Professors, School of Nursing, University of Tasmania).

The workshops will provide practical tools to enable you to support the implementation of research evidence into policy and practice including collaboration, engagement, evaluation, implementation theory and behaviour change. Places are limited so register early to secure your place!

Hobart [REGISTER](#)

Tuesday 25 June, 9:00am – 12:30pm  
Room UG 21, UTAS Podium Building  
40 Melville St, Hobart 7000

Launceston [REGISTER](#)

Wednesday 26 June, 9:00am – 12:30pm  
Room 205, Launceston Clinical School,  
Level 2 / 41 Frankland Street, Launceston 7250

Burnie [REGISTER](#)

Thursday 27 June, 9:00am – 12:30pm  
Room 156, Domestic Arts Building,  
8 Bass Hwy, Parklands 7320

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devices regulated under the CTN or CTA schemes are subject to the GCP Inspection Program.

## INFORMATION SESSION - THS ETHICS AND GOVERNANCE: INCLUSION OF MEDICAL STUDENTS ON THS RESEARCH AND QI PROJECTS

The Research Ethics and Governance Unit (REGU) at the Tasmanian Department of Health and the Tasmanian School of Medicine, University of Tasmania will be hosting an information session to allow discussion of the requirement of medical students to undertake research projects, and the opportunity this affords the THS to target projects that will benefit from student involvement.

The session will include information about ethics and governance requirements and processes for research and QI projects where students are involved.

Please share with any in your areas of work who might be interested to attend this statewide session. We will also record for those unable to attend on the day.

The session will be held via TEAMS on Tuesday, 18<sup>th</sup> June from 1.00 - 2.00pm.

Please join the meeting by clicking the link below, or email [research.governance@health.tas.gov.au](mailto:research.governance@health.tas.gov.au) for the meeting invitation via email.

### Meeting link

Meeting ID: 486 166 888 575

Passcode: 4WbAza

## GOOD CLINICAL PRACTICE (GCP) TRAINING AND TGA GCP INSPECTION PROGRAM UPDATE!

It is a **mandatory** requirement that researchers associated with research projects conducted within the health service hold a current GCP Certificate. Evidence of GCP is required to be submitted as part of a research governance application.

GCP training can be accessed free of charge through the [Australian Clinical Trials Education Centre](#) (A-CTEC). The training takes approximately 2.5 hours to complete. DoH/THS staff **must** upload completion certificates to [Tasmanian Health Education Online \(THEO\)](#) to be recorded as completed.

The Therapeutic Goods Administration (TGA) has recently added medical devices to the scope of the [Good Clinical Practice \(GCP\) Inspection Program](#). This means that clinical trials of medicines, biologicals and

## A-CTEC COURSES

Reminder that all Tasmanian researchers and investigators have access to the [Australian Clinical Trials Education Centre](#) (A-CTEC) free of charge. The A-CTEC provides the GCP course, as well as a number of interesting and educational courses, seminars and workshops.

Make sure to subscribe to the A-CTEC newsletter to be notified of new courses and upcoming webinars and workshops.

## REGIS TRAINING FOR RESEARCHERS

Registrations are now open for REGIS researcher [training sessions](#). Sessions are scheduled for:

- July 2nd, 3rd and 4th
- September 10th, 11th and 12th

[Click here to register](#) for a REGIS training session. Please note that the REGIS website also contains quick reference guides and FAQs. For Tasmania-specific REGIS support please email [tasregis.enquiries@health.tas.gov.au](mailto:tasregis.enquiries@health.tas.gov.au)

## RESEARCH GOVERNANCE OFFICE (RGO) TIP OF THE MONTH

Each research application has a unique, site-specific reference number. In REGIS, the unique reference number can be recognised by the format **YEAR/STE0#####**, while for paper-based projects, the unique reference number can be found on the Site Authorisation Letter as **SSA####**.

For security purposes and to enable the RGO to address your request efficiently, **please include the RGO site-specific reference number on all correspondence with the RGO**. This includes email correspondence and documents sent through the mail.

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## REGU CONTACT INFORMATION

<b>Intranet:</b>	<a href="#">Research Ethics and Governance Unit (REGU)   Tasmanian Department of Health Intranet</a>
<b>Website</b>	<a href="https://www.health.tas.gov.au/research">https://www.health.tas.gov.au/research</a>
<b>Research Governance Office</b>	<a href="mailto:research.governance@health.tas.gov.au">research.governance@health.tas.gov.au</a> Research Governance consultations will be in 30-minute intervals at the following times: <ul style="list-style-type: none"><li>• Tuesdays 7.00am – 9.00am</li><li>• Thursdays 8.00am -10.00am</li></ul> Thursdays 2.00pm – 4.00pm
<b>Research Ethics Office</b>	<a href="mailto:research.ethics@health.tas.gov.au">research.ethics@health.tas.gov.au</a> Consultations will be in 30-minute intervals at the following times: <ul style="list-style-type: none"><li>• Tuesdays 8.00am – 10.00am</li></ul> Thursdays 1.00pm – 3.00pm
<b>REGIS Support</b>	<a href="mailto:tasregis.enquiries@health.tas.gov.au">tasregis.enquiries@health.tas.gov.au</a> As required
<b>Australian Teletrial Program (ATP) Regional Clinical Trial Coordinating Centre (RCCC)</b>	<a href="mailto:ATP-TAS@health.tas.gov.au">ATP-TAS@health.tas.gov.au</a> As required

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## APPENDIX

### Ethics Meeting Dates and Deadlines 2024

Submission	First Review	Committee	Ethics Committee Meeting
May 30	June 1-5	B	June 11
June 12	June 14-18	A	June 24
June 27	June 29-3 July	B	July 9
July 10	July 12-16	A	July 22
July 25	July 27-31	B	August 6
August 7	August 9-13	A	August 19
August 22	August 24-28	B	September 3
September 4	September 6-10	A	September 16
September 19	September 21-25	B	October 1
October 2	October 4-8	A	October 14
October 17	October 19-23	B	October 29
October 30	November 2-6	A	November 11
November 14	November 16-20	B	November 26
November 27	Nov 29-Dec 3	A	December 9
Dec/Jan dates tbc			