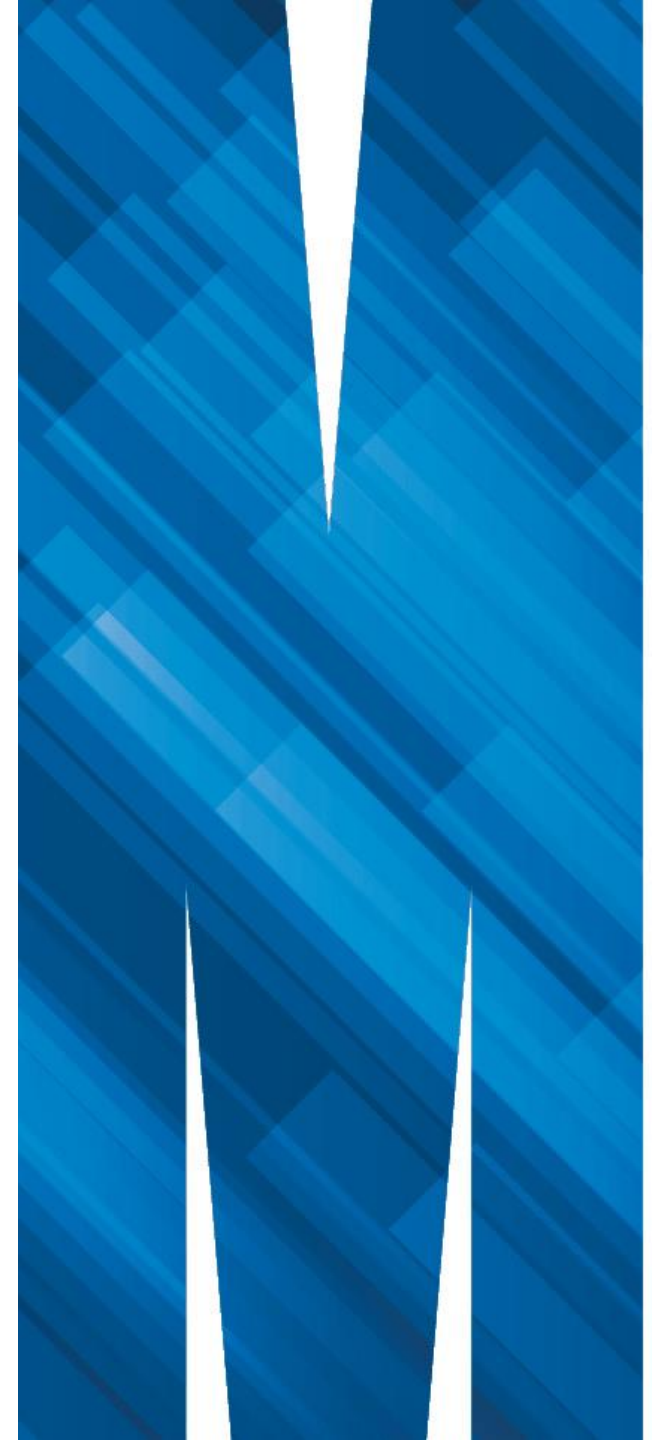# The Paperless Committee

Simon Barrett

Deputy Director, Monash Research Office

May 2018

Research Landscape – Advances and Changes

Ethics Review at Monash

Supported Committees

- Biosafety/Biosecurity

- Human Ethics

- Animal Ethics

Human Ethics

- 3 x HREC (Committee meeting every 2 weeks)

- Low Risk Review

- Exemption Review

- Other HREC registration

- Total Volume = 1800 new/annum

ethics ^{rm}

Infonetica's market leading Ethics RM solution streamlines the ethics process and delivers significant productivity gains. Better still, through the integrated management, control and communication capacity you can significantly lower administration costs. Installed worldwide and proven in the market.

infonetica
Intuitive Software Solutions

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Why online?

- Efficiency

- Paper waste

- Paper form vs Dynamic eform
  - Only see what is required
  - Prepopulated fields

- Application Version Control

- Application storage

- Reduce time delays (efficiency)

Why ERM?

Infonetica's market leading Ethics RM solution streamlines the ethics process and delivers significant productivity gains. Better still, through the integrated management, control and communication capacity you can significantly lower administration costs. Installed worldwide and proven in the market.

- What we wanted
  - Online dynamic form building tool
  - Online workflow design tool
  - Online committee review functionality.
  - Ability to support all review committee business
  - Internet Banking Simplicity
  - Web based system
  - System control within the ethics office.

- What we didn't want
  - Engage the vendor every time we wanted a change to the form or workflow. ($$$)
  - Complexity

Benefits to Ethics BackOffice

- Eliminated data entry = staff available for value add.

- Eliminated photocopying, collating, mailing of meeting papers (manual handling)

- Reduced processing times
  - 1 week to print, allocate, collate and mail agendas
  - Reduced lead time before committee meeting.

- Automatic notifications

- Easy/intuitive system to work with

- Easy access to files from anywhere

- Information at fingertips.

- More enjoyable work environment

Ethics Office View

HREC Review ▲

New HREC Submissions	Assigned Committee	Reader Review	Review Complete
1	1	20	0

With Chair	Endorsed by Chair	HREC Review Approved
0	0	839

Work Area ›

Actions ▾

2 Form Submissions	0 Project Submissions	7 Panel Comments
1 Form Comments	Assign a Committee	Assign Readers
Assign to Meeting	Change Application	Register Conflict
Review Application	Send to Chair	HE Approval Cert
Review Complete	Send Back to Applicant	

Project Title: Observations of Caregiver - Child Dyad Mobile Device Use
Form Reference: Human Ethics Application Form
Review Reference: 2018-12335-18543

Project Id:	12335	Applicant Name:	
Current Committee:	Human Ethics Committee C	Current Status:	Reader Review
Application Type:	HREC Review	Meeting:	Unassigned
Clock Status:	Start (0/25) days elapsed.	Assigned Reviewers:	
Conflicted Users:	None		

Timeline   Project   Documents   Contacts   Correspondence

🔍 Zoom In   🔍 Zoom Out   View by Status

```
                              Assign Readers
                         Submit Application
      16:00    20:00    00:00   04:00   08:00   12:00    16:00   20:00    00:00   04:00   08:00   12:00
Monday 30 April 2018        Tuesday 1 May 2018                        Wednesday 2 May 2018
```

Search events...

Action	Event Date	Clock Status	Clock Information	Attachment	Email
Assign Readers	01/05/2018 09:19	🕐	0/25 days elapsed.		
Submit Application	01/05/2018 06:16	🕐	0/25 days elapsed.		✉

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

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Benefits to HREC

- Access to meeting papers anywhere (with device)

- Add comments to relevant sections while seeing other committee members comments.

- Track Changes on amendments

- Access to previous submissions

Committee member view

Details | Reviews | Attendees | Documents | History

Search Reviews

Review Reference	Applicant Name	Project Title	Assigned Reviewers	Application Type	Status
2018-12591-17579		Using administrative data to explore the characteristics, service utilisation and pathways of young people in Victorian hospitals who are admitted from or discharged to residential aged care		HREC Review	Committee Review
2018-11739-17628		The lived experience of Autism Spectrum Disorder in Adolescents		HREC Review	Committee Review
2018-12594-17676		Communicating Health Phase 1b pilot survey		HREC Review	Committee Review
2018-13134-17682		Regional brain responses associated with the subjective states of thirst and satiation induced by hypnosis and imagination		HREC Review	Committee Review
2018-12280-17778		Does shockwave therapy have a conditioned pain modulation effect?		HREC Review	Committee Review
2018-12812-17782		Effect of a high protein milk drink in combination with resistance training on skeletal muscle mass, muscle strength and functional performance in healthy active older adults		HREC Review	Committee Review
2018-13198-17859		Effects of stimulant medication on effort-based decision-making in adults with ADHD.		HREC Review	Committee Review
2018-12887-17863		Consent in the Creative Industries		HREC Review	Committee Review
2018-13422-17893		Childhood trauma and personality: Exploring the pathway to addiction		HREC Review	Committee Review

Showing 1 to 9 of 9 entries

First | Previous | 1 | Next | Last

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Work Area ▶

Actions ▼

| 0 Form Submissions | 0 Project Submissions | 19 Panel Comments |

| 0 Form Comments | ⚠ Register Conflict | 🔍 Review Application |

Project Title: The lived experience of Autism Spectrum Disorder in Adolescents
Form Reference: Human Ethics Application Form
Review Reference: 2018-11739-17628

Project Id:	11739	Applicant Name:	
Current Committee:	Human Ethics Committee C	Current Status:	Committee Review
Application Type:	HREC Review	Meeting:	C2/2018 - Nip Thomson 01/05/2018
Clock Status:	Start (30/25) days elapsed.	Assigned Reviewers:	
Conflicted Users:	None		

Timeline   Project   Documents   Contacts   Correspondence [1]

🔍 Zoom In   🔍 Zoom Out   View by Status

Assign Readers
Validate   Submit Review Comments   Review Complete
Submit Application   Assign a Committee   Assign to Meeting
Submit Review Comments

21   26   31 1   6   11   16   21   26   1   6   11   16   21   26   31 1
March 2018   April 2018   May 2018   June 20

Search events...

Action	Event Date	Clock Status	Clock Information	Attachment	Email
Assign to Meeting	24/04/2018 11:23	🕐	23/25 days elapsed.		
Review Complete	24/04/2018 11:23	🕐	23/25 days elapsed.		
Submit Review Comments	20/04/2018 15:48	🕐	19/25 days elapsed.		
Submit Review Comments	15/04/2018 16:00	🕐	14/25 days elapsed.		

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Human Ethics Application Form

Project Id:	11739	Version:	V2.8

Participant Details 💬2

B5 Is there a pre-existing (unequal) relationship between anyone involved in recruiting and/or collecting data and anyone from any of the participant groups? ⓘ

e.g. teachers/students, health care providers/patients.

○ Yes
◉ No

B6 Does this research involve people in countries other than Australia?

○ Yes
◉ No

B7 Do any of the participant groups listed in B1 have any cultural needs? ⓘ

◉ Yes
○ No

Panel Comments

Advertisement: Please clarify how and where you will advertise the research.	*B9 - Please provide details of these known ASD / Asperger's syndrome networks.	17/04/2018 21:10		
Please upload a copy of the Explanatory Statement(s). If you have multiple documents for different groups of participants, please clearly label each Explanatory Statement for ease of reference. To upload more than one document, click the "Upload Document".	*In the Explanatory Statement you have indicated that the interview may be undertaken "on line" if requested. Please clarify what "on-line" means e.g. by telephone or "Skype". If undertaken "online" how will the participant be managed if he/she becomes distressed (see paragraph 3 under" risks to the participant" in the Explanatory Statement).	26/04/2018 10:53		
Please upload a copy of the Explanatory Statement(s). If you have multiple documents for different groups of participants, please clearly	*B13 -Please include in your explanatory statements under the heading 'storage of data' the location and security arrangements for any hard copy data. Please also clearly distinguish between electronic and hard copy data in terms of its disposal.	20/04/2018 15:35		

Close

Benefits to Researchers

- One system for all clearances

- Simple/intuitive interface

- Pre populated fields (researchers, facilities, drop down lists etc..)

- Dynamic

- Document control
  - All application stored online (can't lose/delete)
  - Version control on attachments.
  - Ability to share applications with all involved.
  - Latest version is visible to all
  - Access to all previous submissions

- Always latest version

- Tracking progress/status.

- Shorter turnaround times.

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Work Area

General

Notifications	Signatures	Transfers	Shared
226	0	0	3

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
	13511		12/04/2018 18:46	30/04/2018 21:05	
perceptions	13487		12/04/2018 16:43	19/04/2018 10:17	
	12841		09/03/2018 15:07	17/04/2018 16:27	
	12829		08/03/2018 20:58	26/04/2018 20:25	
	12828		08/03/2018 20:55	22/04/2018 16:44	
	12823		08/03/2018 20:30	19/04/2018 10:28	
	12821		08/03/2018 20:25	30/04/2018 17:42	
	12820		08/03/2018 20:19	19/04/2018 10:30	
	12819		08/03/2018 20:13	19/04/2018 10:32	
	12818		08/03/2018 20:08	30/04/2018 12:25	
			08/02/2018	21/04/2018	

Work Area

Home — 226 Notifications

Actions

Create Folder — Delete Folder — Create Project

Delete Project — Duplicate Project — Transfer

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Notifications

Search

Start   End

Display 100 notifications

Please note that only the specified number of notifications will show after searching.

Search

			Message	Attachment	Project Short Title	Time
☐	✔	⚑	Correspondence received	None		30/04/2018
☐	✔	⚑	Your application has been approved. Please check the project correspondence tab for the terms of approval and further d...	📎		30/04/2018
☐	✔	⚑	Low Risk submitted.	None		30/04/2018
☐	✔	⚑	Correspondence received	None		30/04/2018
☐	✔	⚑	An amendment has been approved.	None		30/04/2018
☐	✔	⚑	Your application has been reviewed and further information is required. Please address the queries showing under the "Re...	📎		26/04/2018
☐	✔	⚑	Correspondence received	None		26/04/2018
☐	✔	⚑	Your application has been approved. Please check the project correspondence tab for the terms of approval and further d...	📎		26/04/2018
☐	✔	⚑	Your application has been reviewed and further information is required. Please address the queries showing under the "Re...	📎		23/04/2018
☐	✔	⚑	Low Risk submitted.	None		23/04/2018
☐	✔	⚑	Low Risk submitted.	None		23/04/2018
☐	✔	⚑	Thank you for submitting a report / adverse event. The information has been noted. If this was a final report, please n...	None		23/04/2018
☐	✔	⚑	Thank you for submitting a report / adverse event. The information has been noted. If this was a final report, please n...	None		23/04/2018
☐	✔	⚑	Your application has been reviewed and further information is required. Please address the queries showing under the "Re...	📎		23/04/2018
☐	✔	⚑	Correspondence received	None		23/04/2018
☐	✔	⚑	Your Indigenous tertiary students' experience of studying psychology has been upgraded	None		23/04/2018
☐	✔	⚑	Your Why do older mature-aged students chose to return to study at university? has been upgraded	None		23/04/2018

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Documents   Signatures   Collaborators   Submissions   Correspondence [2]   History

Documents

Type	Document Name	File Name	Version Date	Version	Size	View
Questionnaires / Surveys	REVISED INSTRUMENT- July-2017	REVISED INSTRUMENT- July-2017.docx	27/07/2017	1	19.1 KB	Download
Supporting Documentation	Participant_recruitment_ADVERT1	Participant_recruitment_ADVERT1.docx	08/02/2016	1	13.9 KB	Download
Explanatory Statement	Explanatory Statement-consent-form 5April18	Explanatory Statement-consent-form 5April18.docx	05/04/2018	2	55.8 KB	Download
Consent Form	Explanatory Statement-consent-form 5April18	Explanatory Statement-consent-form 5April18.docx	05/04/2018	2	55.9 KB	Download
Explanatory Statement	Explanatory Statement-consent-form 18April18	Explanatory Statement-consent-form 18April18.docx	18/04/2018	3	56.4 KB	Download
Supporting Documentation	Participant_recruitment_ADVERT1 18April18	Participant_recruitment_ADVERT1 18April18.docx	18/04/2018	2	14.9 KB	Download
Supporting Documentation	Participant_recruitment_ADVERT1 20April18	Participant_recruitment_ADVERT1 20April18.docx	20/04/2018	3	15.1 KB	Download

Download All as Pdf

Community Music Facilitators' Training Needs

Project Tree ⌄

⊖ [redacted project title]
 └ ⊖ Human Ethics Application Form

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	30/04/2018 21:05

Project Tree ⌄

⊖ [redacted project title]
 └ ⊖ Human Ethics - Other HREC

Form Status	Review Reference	Application Type	Date Modified
Further Information Required	N/A	Human Ethics Other HREC	16/04/2018 21:14

Project Tree ⌄

⊖ [redacted project title]
 └ ⊖ Human Ethics Application Form

Form Status	Review Reference	Application Type	Date Modified
Approved	2017-11677-15521	Human Ethics Low Risk	06/12/2017 14:17

Responding to review comments

Responses to HREC

Record retention

Authorised Version No. 041
Public Records Act 1973
No. 8418 of 1973
Authorised Version incorporating amendments as at
15 October 2014

- Monash Records Management Office assessed and passed ERM against the Public Records Office requirements

- Transition from printing all applications and associated records including all communications and filing.

- Moved to electronic filing of all applications and associated records including all communications and filing

- Now, everything is contained within ERM.

- Previously researchers had no access to centrally stored files

Reporting

Limitations

- Researcher
    - Track changes on applicant side.
    - Differentiation between form types
    - Visibility of Status / Form Type on the project list
    - Ability to communicated/comments on particular responses.

- Committee
    - Committee member tracking where they were up to.
    - Justification of changes

- Back Office
    - Coming up with more creative ideas on how to improve

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Eleni Filippidis

RTE eSolutions

MONASH University