User's Guide to ROAM Enhancement – Minimum Ethics Training

Release Date: September 2022

Purpose of Enhancement, and Changes Made

Since the launch of NHG Research Online and Administration Management (NHG ROAM) in 2011, users were only able to upload one document as proof of their minimum training status in their ROAM Profile.

The enhancement is to allow users to upload multiple documents under their training status.

Training Categories are newly added under this enhancement, and each upload will be tagged to a specific Training Category selectable by users. The training categories are:
- Biomedical CITI
- Social, Behavioural and Educational (SBE) CITI
- Financial Conflict of Interest (FCOI) CITI
- Good Clinical Practice
- FCOI Declaration

Impact to Users

Current users will have their CITI Biomedical completion status and existing document ported over following this new enhancement.

For new documents uploaded under the new training categories, on successful review, the training completion status of different requirements will be reflected in Section B1(iii) of the Biomedical Application Form/ Section B2 of the Population Health Application Form.

To ensure the completion status under other Training Categories are updated, it is recommended that ROAM end-users upload the relevant completion report(s) / certificate(s) to your ROAM profile, as individual documents.

Please note that consolidated documents in zipped files **will not** be accepted.

For enquiries, please write to min_ethics_training@nhg.com.sg
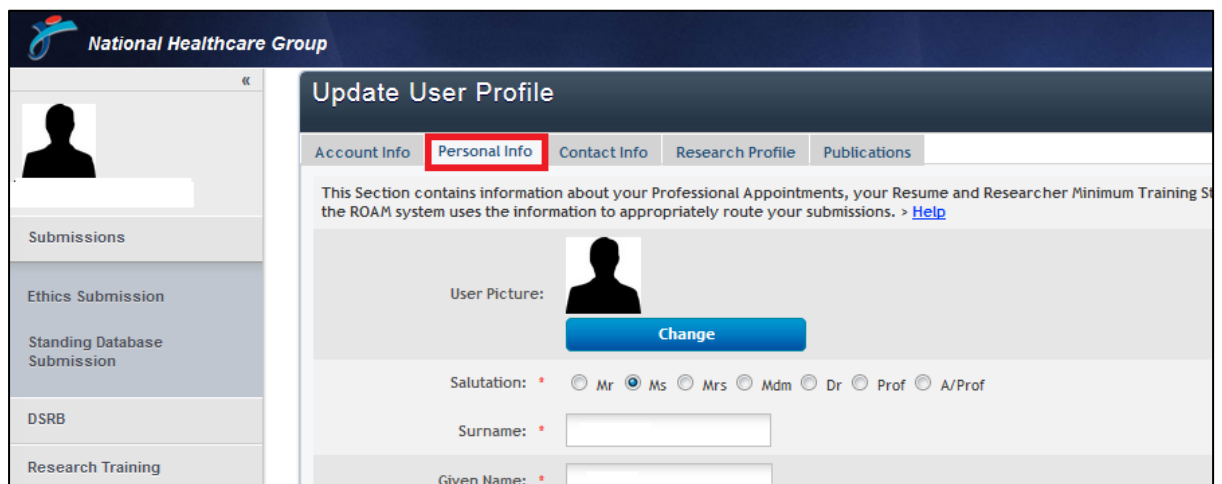
You may refer to www.research.nhg.com.sg for more information on training requirements.

Uploading Training Completion Report(s) to ROAM Profile

1. Log in to ROAM at
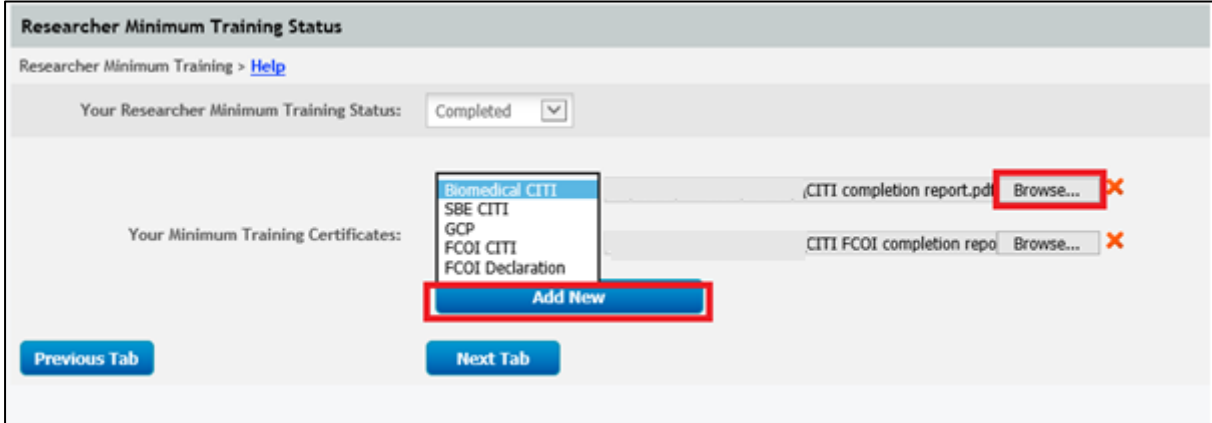   https://www.research.nhg.com.sg/sop/process/ROMP/Admin_Intranet_Login.
   Click on 'Profile'.
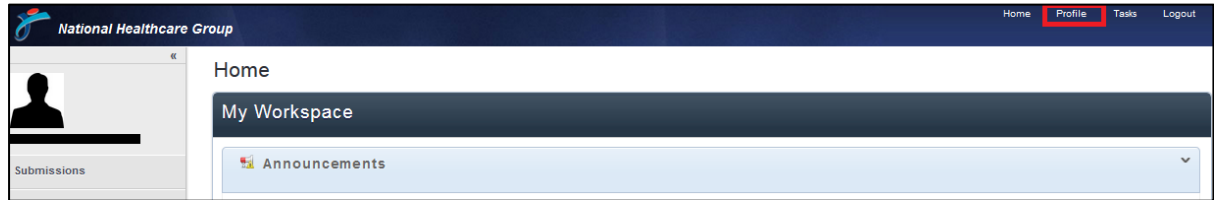
2. Click on 'Personal Info' Tab. Scroll to the 'Researcher Minimum Training Status' section.

3. Select the appropriate training category from the drop down list. Click on 'Browse' to upload your training completion report / certificate.
    Click on "Add New" to upload another training completion report.
    Click on ✖ to delete file.

4. Click on 'Next Tab' and click 'Save all Tabs' to save the changes made.

5. You will receive an email notification that your profile has been updated successfully.

Fri 29/7/2022 5:08 pm

roam-admin@nhg.com.sg

Your profile has been updated successfully

To

Cc

Dear PI 02 roam TR:

Your profile has been updated successfully.
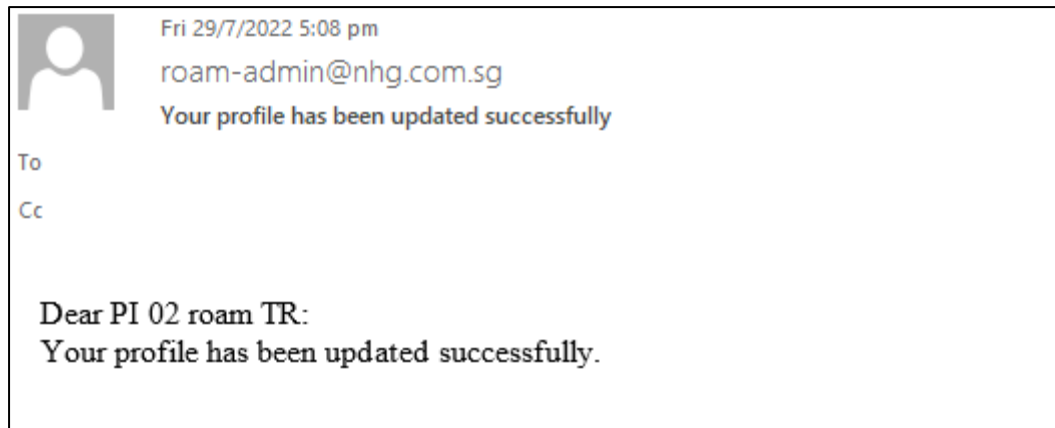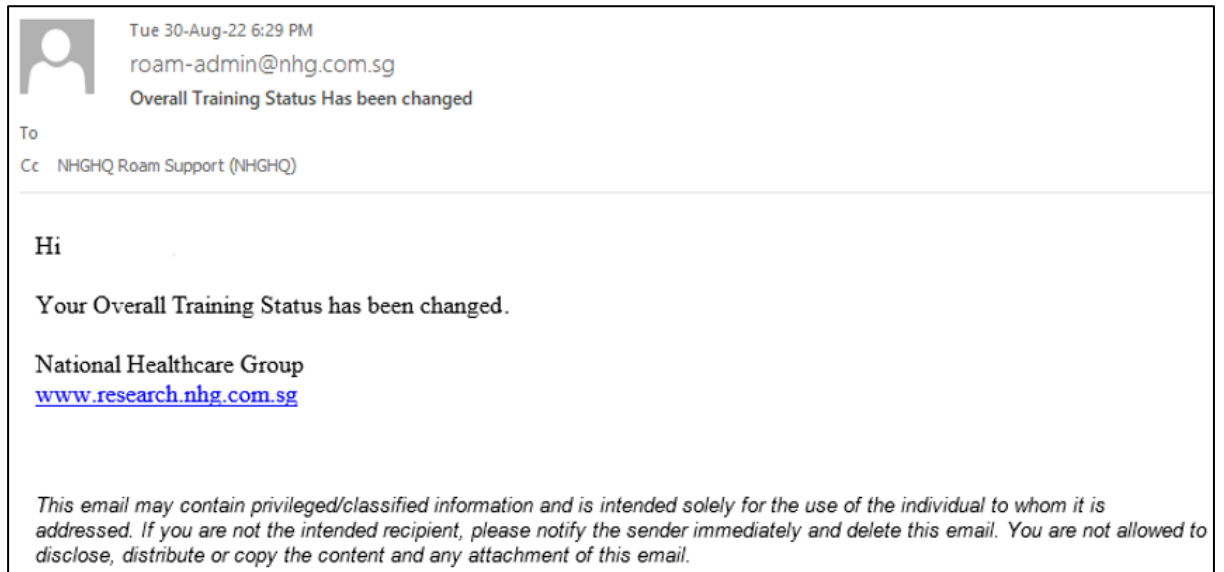
Update of Training Completion Status to your ROAM Profile

6. You will receive another email after your training completion report(s) has been verified.

    a) Scenario 1: CITI completion report requirement met; Minimum Training Status: <u>Completed</u>

    If your training completion report(s) / Certificate(s) is accepted, the training status will be updated to "Completed". You may verify the status from your ROAM profile by following Step 1.

    Sample Email:

    ROAM Profile:

b) **Scenario 2: CITI completion report requirement not met; Minimum Training Status: <u>Not Completed</u>**

If your training completion report(s) is rejected, you will receive an email with the reasons for rejection.
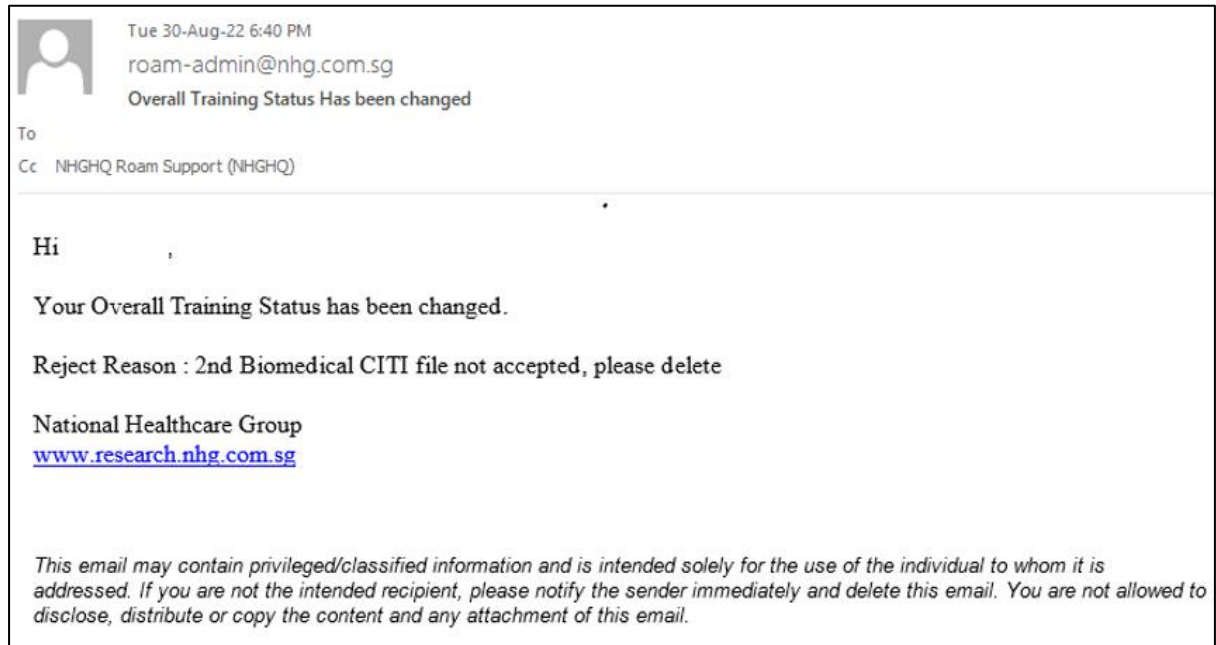
Sample Email:

Please repeat Steps 1 to 4, to upload the correct completion report / certificate.

c) Scenario 3: Minimum Training Status: <u>Completed; but with comments from Secretariat</u>

If your training completion report(s) requires changes / modifications, you will receive an email with the requests for changes to be made.

Sample Email:

Follow Steps 1-2.

Click on to delete the incorrect file.

Click on 'Next Tab' and click on 'Save all Tabs' to save the changes made.

Note: Your Minimum Training Status will <u>not</u> be affected.