

# RED UPDATE

The next update to the live site on RED is due to take place **after 5pm on Wednesday 17 August 2011**. If you have any questions please contact the Helpdesk on 0207 099 2015 or email [hazel.gage@nres.npsa.nhs.uk](mailto:hazel.gage@nres.npsa.nhs.uk)

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## NEW FUNCTIONALITY - REC CENTRE MEETING SLOTS

### 1. New application tab

New functionality has been added to RED so users can see at a glance the number of slots available locally at each REC Centre.

In order for this to be feasible a new dropdown box has been added to the 'New application' tab linking the application to the meeting. An application must be linked to an upcoming meeting at the time of booking-in. An application cannot be registered on RED until an upcoming meeting has been selected. When registering a non-proportionate review application, the Upcoming Meetings dropdown will display the cut-off date and meeting date for all upcoming Full committee meetings for your REC.

The screenshot shows the 'New Application' form in the RED system. The form is divided into several sections. On the left, there is a sidebar with 'New Application' and 'Application Search' tabs. The main form area has the following fields and options:

- Application Type:** A dropdown menu set to 'Application (requiring SSA)'. Below it is a checkbox labeled 'Includes SSA' with a note: 'Includes SSI form as part of ethical review. Tick box if main REC will also be undertaking SSA for a non-NHS site.'
- Short Title:** A text input field.
- CI/PI Name:** A text input field.
- CI/PI Telephone Number:** A text input field.
- CI/PI Email Address:** A text input field.
- REC Ref Year:** A dropdown menu set to '2011'.
- Upcoming Meetings:** A dropdown menu with the following options:
  - <Select Cut-off Date --- Meeting Date>
  - <Select Cut-off Date --- Meeting Date>
  - 04/08/11 -- 18/08/11
  - 01/09/11 -- 15/09/11
  - 06/10/11 -- 20/10/11
  - 03/11/11 -- 17/11/11

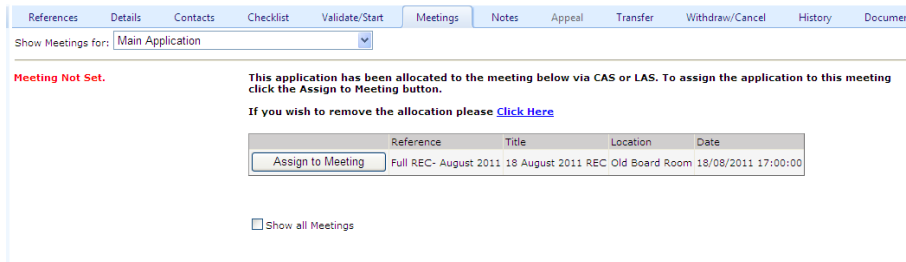
At the bottom of the form, there are three checkboxes:

- Tick if this is an Appeal.
- Tick to specify old reference (usually left unticked).
- Tick to record fact that applicant refused first available meeting.

When registering an application that has been flagged as a proportionate review application, the Upcoming Meetings dropdown will display the cut-off date and meeting date for all upcoming PR Sub-committee meetings for your REC.

### 2. Assigning a main application

The Application - Meeting screen will display the meeting to which the application was allocated when the application was registered on RED.



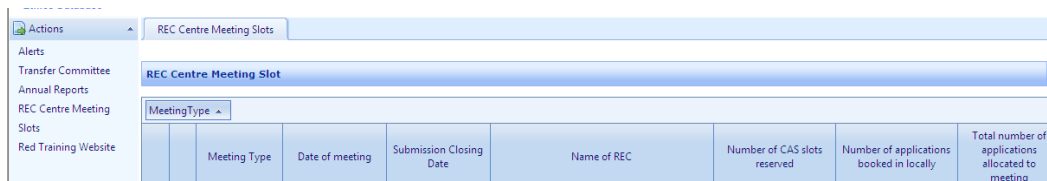
If the meeting to which the application was allocated when the application was registered is correct, click on the 'Assign to Meeting' button to confirm assignment of the application to the meeting.

Or, if you wish to assign the application to an alternative meeting, click on the [Click Here](#) link. A list of available meetings within the application timescale will be displayed. (Ticking the checkbox 'Show all Meetings', displays all future meetings regardless of whether they are within the application's timescale).

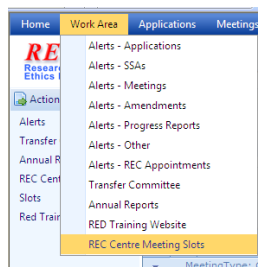
### 3. REC Centre Meeting Slots

The REC Centre Meeting Slots page enables you to see at a glance how many applications have been booked onto upcoming meetings for each REC within your REC Centre.

To access the functionality click on Actions 'REC Centre Meeting Slots'



Or click on the Work Area/REC Centre Meeting Slots



The page displays information for applications booked onto upcoming Full committee meetings and PR Sub-committee meetings. For each meeting you can view how many slots have been reserved for CAS bookings (these slots may or may not have been filled), and how many slots have been filled though bookings made locally. The total number of applications allocated to each meeting is also displayed.

REC Centre Meeting Slots

REC Centre Meeting Slot

MeetingType

Meeting Type	Date of meeting	Submission Closing Date	Name of REC	Number of CAS slots reserved	Number of applications booked in locally	Total number of applications allocated to meeting
MeetingType: Committee (Showing 30 of 143 items. Group continues on the next page.)						
Committee	17/08/2011	03/08/2011	NRES Committee London - West London	2	4	6
Committee	17/08/2011	03/08/2011	NRES Committee London - Dulwich	2	0	2
Committee	18/08/2011	29/07/2011	NRES Committee London - Bromley	0	0	0
Committee	18/08/2011	04/08/2011	NRES Committee London - Queen Square	1	4	5
Committee	19/08/2011	05/08/2011	NRES Committee London - Camberwell St Giles	2	0	2
Committee	22/08/2011	05/08/2011	NRES Committee London - Camden & Islington	2	1	3
Committee	22/08/2011	08/08/2011	NRES Committee London - Brent	2	0	2
Committee	24/08/2011	10/08/2011	NRES Committee London - Surrey Borders	2	0	2
Committee	31/08/2011	15/08/2011	NRES Committee London - Central	2	0	2

By default, meetings are grouped by meeting type and sorted in ascending order on Meeting Date but this can be changed to suit user preferences by clicking on the column heading and changing the order.

To view details of the applications assigned to a particular meeting, click on the expand icon to the left of the meeting row.

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You will only be able to use the [View](#) link to view applications if they are registered at the REC that you are currently controlling.

This new functionality will not apply to existing bookings on RED, unless they have been checked in, validated and assigned to a meeting. Therefore it will take several weeks to gain an accurate number of bookings for each REC.