Part C – Departments & Services

A. This is where you will add the Medical Lead, Head of Department and any Supporting Departments for declarations/approvals.

B. You will need to add the Medical Lead first

  i. Select the drop down list and click on the appropriate Medical Lead for your stream. Medical Leads are named in the following naming convention:

   • RAH: Surgery 2: Medical
   • RAH: Surgery 2: Allied Health
   • RAH: Surgery 2: Nursing

  ii. This will then pre-fill the name and email address of the Medical Lead.

  iii. You will then need to fill in sections C4&5

  iv. In section C5: select "Lead" for the Medical/Allied Health/Nursing Lead

   1. Proceed to add the Head of Department
      a. Press the "+" button to add another department
      b. Select the drop down list and click on the appropriate Head of Department for your stream. The naming conventions for Head of Departments are as follows:
         • RAH: Surgery 2: Ophthalmology
         • RAH: Surgery 2: Vascular Surgery
         • RAH: Surgery 2: Urology

   2. **Please Note:** the details of the Heads of Department were not migrated into the system as they are constantly being updated. Therefore you will need to provide the Head of Department with the declaration form and gain their approval via email or signature, then upload to the clinical trial share drive along with all other supporting documentation

   3. Then fill in section C4&5

   4. In section C5: select "Supporting" for the specific department the study will be run in.

  v. Add any other Supporting Departments the same way as the Head of Department – but gain their approval outside of the system

vi.   Naming conventions can be seen here:

It should look like this once you have finished adding in your departments:

Example: Medical Oncology