

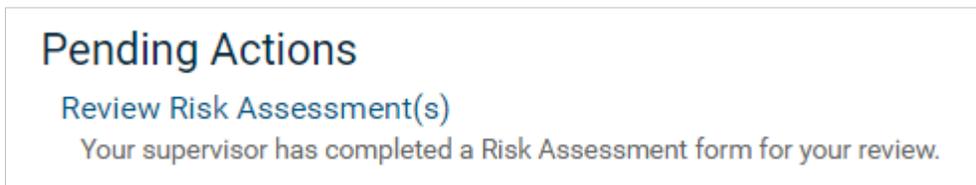
OHSS – Quick Tips for Participants

Supervisory Role in the Program

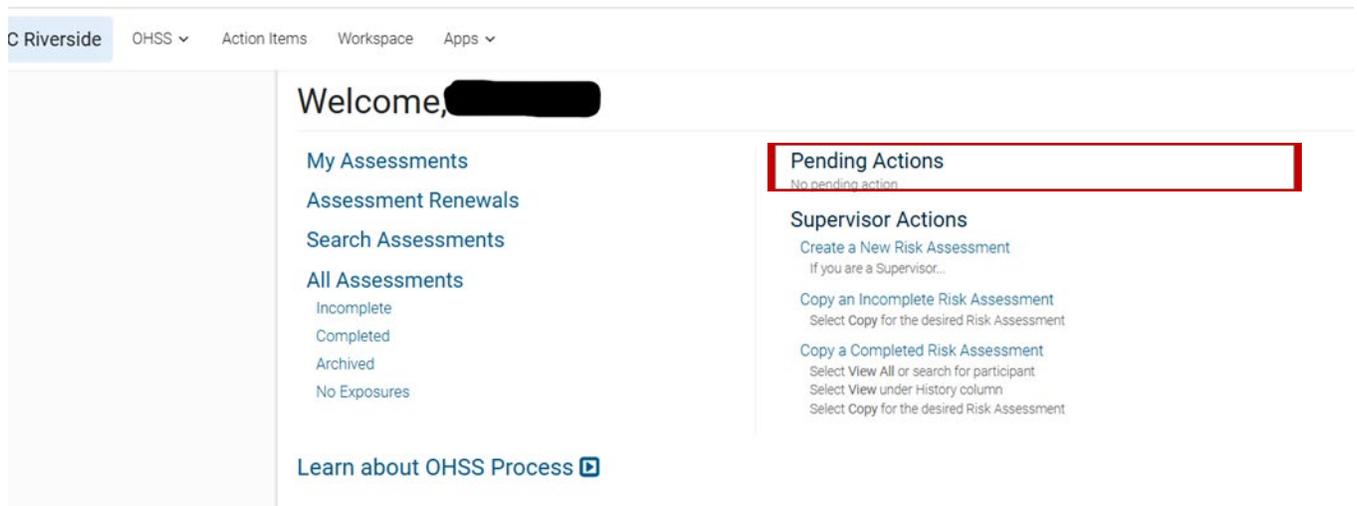
In this program, it is recognized that while the supervisor is responsible for signing timesheets, they may not have in-depth knowledge of the IACUC protocol, nor fully understand compliance requirements for institutional, state, and federal regulations (including IACUC, USDA, and NIH guidelines), or all potential risks a participant might face. As a result, the **Principal Investigator (PI)** will assume the supervisory role for the animal protocol.

Pending Actions

- The **Pending Actions** section, located on the right side of the homepage, lists tasks requiring the attention to move the process forward.



Pending Actions
[Review Risk Assessment\(s\)](#)
Your supervisor has completed a Risk Assessment form for your review.



C Riverside OHSS Action Items Workspace Apps

Welcome, [Redacted]

My Assessments
Assessment Renewals
Search Assessments

All Assessments
Incomplete
Completed
Archived
No Exposures

[Learn about OHSS Process](#)

Pending Actions
No pending action

Supervisor Actions
Create a New Risk Assessment
If you are a Supervisor...
Copy an Incomplete Risk Assessment
Select Copy for the desired Risk Assessment
Copy a Completed Risk Assessment
Select View All or search for participant
Select View under History column
Select Copy for the desired Risk Assessment

Checking the Status of the Assessment

1. From the home screen, navigate to **My Assessments**.

Welcome, [Redacted]

My Assessments

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Pending Actions

No pending action

Supervisor Actions

Create a New Risk Assessment

If you are a Supervisor...

Copy an Incomplete Risk Assessment

Select Copy for the desired Risk Assessment

Copy a Completed Risk Assessment

Select View All or search for participant

Select View under History column

Select Copy for the desired Risk Assessment

- Look for items marked with a red flag—these require immediate attention.  09/21/2016 - P
- Use the column headers to sort the assessments as needed.
- Hover over the date in the Risk Assessment (RA), Health Questionnaire (HQ), or Medical Assessment (MA) columns to view the status code.

My Assessments

Supervisor	RA	HQ	MA	Process Completed	Renewal Date
[Redacted]	08/07/2024 - A	08/29/2024 - MP	--	--	--
[Redacted]	04/30/2024 - A	08/12/2024 - C	08/29/2024 - C	08/29/2024	08/29/2027
[Redacted]	04/18/2024 - A	04/18/2024 - C	04/18/2024 - C	04/18/2024	04/18/2027

5. For PI Actions:

- Resend reminder emails by selecting the email button on the far right. 
- Archive inactive participants or assessments to remove them from the list (data will still be retained in the system).

Participant	Supervisor	Department	RA	HQ	MA	Send Email
Marion Cotillard	Natalie Portman	MEDICINE	10/05/2015 - A	05/22/2015 - C	10/10/2016 - CR	 Email 10/10/2016
Marion Cotillard	Natalie Portman	MEDICINE	05/22/2015 - P	05/22/2015 - C	--	 Email

Acknowledging the Medical Assessment

Participants must acknowledge their Medical Assessment, even if no services are required, to complete the process.

1. Log in to <https://ehs.ucop.edu/ohss>.
2. Under **Pending Actions**, select **Review Medical Assessment** (this option appears only if the assessment is ready for acknowledgment).

Action Items Workspace Apps ▾

Welcome, ██████████

My Assessments

[Assessment Renewals](#)

[Search Assessments](#)

All Assessments

- [Incomplete](#)
- [Completed](#)
- [Archived](#)
- [No Exposures](#)

[Learn about OHSS Process](#)

Pending Actions

[Review Medical Assessment\(s\)](#)
A health professional has completed a Medical Assessment for your review or you have an incomplete Health Surveillance survey that requires your attention.

Supervisor Actions

- [Create a New Risk Assessment](#)
If you are a Supervisor...
- [Copy an Incomplete Risk Assessment](#)
Select Copy for the desired Risk Assessment
- [Copy a Completed Risk Assessment](#)
Select View All or search for participant
Select View under History column
Select Copy for the desired Risk Assessment

3. You will be redirected to the **My Assessments** page.
 - In the **MA** column, assessments requiring acknowledgment are flagged with a red icon.

Action Items Workspace Apps ▾

My Assessments

= Action Required

Supervisor ▾	RA ▾ Ⓜ	HQ ▾ Ⓜ	MA ▾ Ⓜ	Process Completed ▾	Renewal Date ▾
██████████	08/07/2024 - Ⓜ	08/29/2024 - Ⓜ	11/27/2024 - Ⓜ	--	--
██████████	04/30/2024 - Ⓜ	08/12/2024 - Ⓜ	08/29/2024 - Ⓜ	08/29/2024	08/29/2027
██████████	04/18/2024 - Ⓜ	04/18/2024 - Ⓜ	04/18/2024 - Ⓜ	04/18/2024	04/18/2027

4. Select the date to view the Medical Assessment.
5. Review the assessment and click the appropriate acknowledgment button.

I Have Reviewed My Medical Assessment

- A confirmation screen will appear once the process is complete.

6. To confirm completion, check the **Process Completed** column on the **My Assessments** page.

Action Items Workspace Apps ▾

My Assessments



 = Action Required

Supervisor ▾	RA ▾ ⓘ	HQ ▾ ⓘ	MA ▾ ⓘ	Process Completed ▾	Renewal Date ▾
	08/07/2024 - A	08/29/2024 - C	 11/27/2024 - CB	--	--
	04/30/2024 - A	08/12/2024 - C ▾	08/29/2024 - C	08/29/2024	08/29/2027
	04/18/2024 - A	04/18/2024 - C ▾	04/18/2024 - C	04/18/2024	04/18/2027