

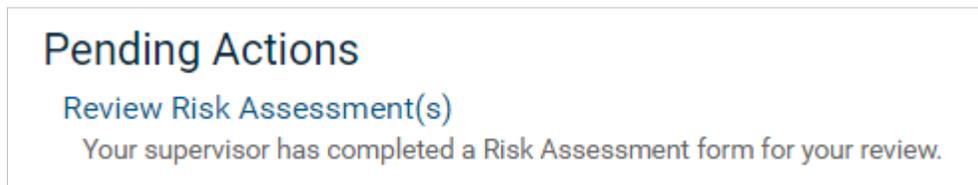
# OHSS – Quick Tips for Participants

## Supervisory Role in the Program

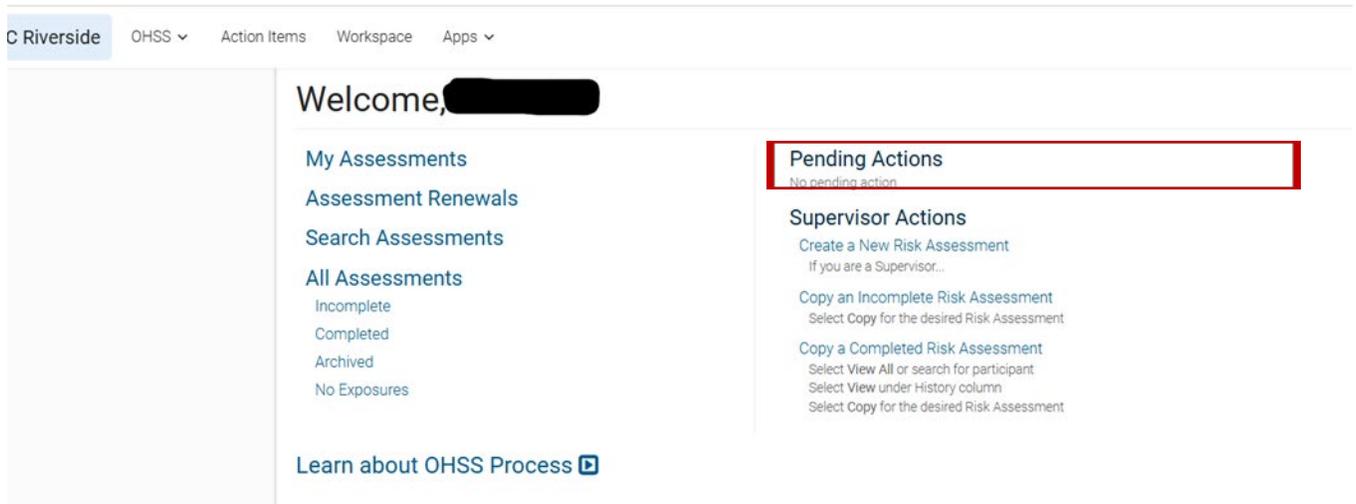
In this program, it is recognized that while the supervisor is responsible for signing timesheets, they may not have in-depth knowledge of the IACUC protocol, nor fully understand compliance requirements for institutional, state, and federal regulations (including IACUC, USDA, and NIH guidelines), or 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**

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

- 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 ▾ |
|--------------|--------------------------------|----------------------------------|---|---------------------|----------------|
| [REDACTED]   | 08/07/2024 - <a href="#">A</a> | 08/29/2024 - <a href="#">C</a>   |  11/27/2024 - <a href="#">CB</a> | --                  | --             |
| [REDACTED]   | 04/30/2024 - <a href="#">A</a> | 08/12/2024 - <a href="#">C</a> ▾ | 08/29/2024 - <a href="#">C</a>  | 08/29/2024          | 08/29/2027     |
| [REDACTED]   | 04/18/2024 - <a href="#">A</a> | 04/18/2024 - <a href="#">C</a> ▾ | 04/18/2024 - <a href="#">C</a>  | 04/18/2024          | 04/18/2027     |