Glasgow Clinical Trials Unit Guideline

Guideline number	**Guideline 59.013C**	Version	**1.0**
Title	**Adding to and Maintaining the Project Waiting List**		

Projects are ready to be added to the waiting list once they have all their required permissions & documents and have an agreed, signed off data requirements specification. All full project extracts and feasibility/recruitment screens are added to the waiting list, regardless of where the output will be sent.

Once the project is ready to progress to the waiting list, open the Safe Haven Projects Register database - Open the Forms Section of the database and update the following:

All mandatory fields are highlighted on the forms in bold text – make sure they are all filled in or future queries will make no sense.

1. **Maintain A Project: 03 – Waiting List:**
   - The Waiting List ID will have been auto-generated when you created the record during 'Create a Project'
   - Make sure the project status is set to 'Active' or it will not appear on the waiting list at all
   - Select the extract priority
   - Set date for project being added to waiting list
   - Select the Waiting List Phase (in the table, this is called Extract Status)

This will be updated several times as the project moves through the project pathway phases on the waiting list.

In order for the project to appear on the waiting list, all steps in 'Create A Project' must have been undertaken (apart from the two optional ones at the end). This ensures all links and data items needed for the query have been created. You may find that the project appears on the waiting list but not in the order, or with the exact data, you wanted. This means something has not been updated and so you must then check the following:

2. **Research Projects Table:**
   - The project status (P_Status) must be set to Active
   - Enter the 'became active' date if it is not already there

3. **Outcomes_Safe_haven:**
   - There must be a record in this table for the project
   - There must be a record for the project at level 4 (SH_Outcome_Level)
   - Make sure there is an outcome date for the level 4 outcome

4. **Applications to Safe Haven Table:**
   - There must be a record for the project in this table
   - There must be an application date entered for the project

5. **Extract_Waiting_List Table:**
   - There must be a record for the project in this table
   - Set the Project Priority level (low, medium, high, showstopper)
   - There must be a Project_Log_Submitted date – this is the date the data specifications for the project were agreed and signed off by the lead researcher
   - Set the Extract Status to 'To Be Extracted' – the (P), (R), (U) status will depend on the type of extract/project being run

Check if the project has appeared on the waiting list by running query 'Extracts : Waiting List'. If it does not appear, something has not been updated correctly.

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Guideline signatories

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Document history

Version	Date	Description
1.0		First Release

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