

SOP number	59.007	Version	1.0
Title	Assigning Local Study Numbers and Subject IDs		

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SOP category	West of Scotland Safe Haven			
Staff category				
Staff Category	R	A	C	I
West of Scotland Safe Haven Manager		X		
Data Management	X			
Data Processing Staff	X			

1. Scope

This procedure applies to the Safe Haven within NHS Greater Glasgow and Clyde.

2. Purpose

The purpose of this SOP is to describe the procedures relating to management of study numbers and subject IDs within studies.

3. Procedures

In general, the following guidelines should be adhered to:

3.1. Assigning Local Study Numbers

On receipt of a study/project application a study number will be created using the general naming convention within NHSGGC R&I Department. The naming convention will be as follows:

E.g. GSH/YY/AA/NNN

GSH – Glasgow Safe Haven

YY – The year of the application

AA – The Activity area as stated in guidance document GUI 59.007A - Activity areas

NNN – The number of the application in sequential order by Activity Area for that year

This study number will be created within the project management database and will be used on all documents and files created for each project.

3.2. Assigning Subject Numbers within Studies

All studies, unless (in the case of studies obtaining consented cohorts) otherwise informed, will use anonymised IDs for relating data at patient level. This ID should be generated uniquely for each study, should never be used again, and should be traceable back to the patient in case there is a clinical/legal need to identify patients at a later stage. A log of these IDs should be kept, alongside a log of which studies and patients they relate to.

3.3. Other Study Numbers

Studies involving other Safe Havens or coming through the main R&I departments may have other numbers associated with them (e.g. other Safe Haven numbers, R&I Number, REC Number). These numbers should be recorded in the Research Projects table of the Safe Haven Projects Register (Living Document, Form 59.013A - West of Scotland Safe Haven - Project Register) in the appropriate fields against the local Glasgow Safe Haven project number.

4. Referenced documents

- GUI 59.007A - Activity areas
- FORM 59.013A - West of Scotland Safe Haven - Project Register

5. Related documents

- Data Management Plan

6. Document history

Version	Date	Description
1.0		Migration to Glasgow Clinical Trials Unit QMS

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