

SOP number	59.007	Version	2.0
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		
WoSSH Project Manager	X			
WoSSH Data Managers	X			
WoSSH Senior Information Analysts	X			
WoSSH Data Analysts	X			

1. Scope

This procedure applies to the West of Scotland Safe Haven (WoSSH) within NHS Greater Glasgow and Clyde (NHSGGC).

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. Study Numbers

3.1.1. WoSSH Study Numbers

On receipt of a study/project as described in SOP59.011 a WoSSH study number will be created using the general naming convention within NHSGGC R&I Department as described in SOP 50.009. The naming convention will be as follows:

GSHYYAANN

GSH – Glasgow Safe Haven

YY – Year of the Application

AA – The Activity area as stated in SOP 50.009

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

This study number will be created within the Safe Haven project management register (Form 59.013A).

3.1.2. Scottish Safe Haven Network (SSHN)

The WoS SH is involved in projects led by other SHs as part of the SSHN. These projects may be a collaboration between the involved Safe Havens or federated projects. Other Safe Havens will have their own project numbers, while it is not essential to document their project number it is useful to retain a record of it in the project folder and the Safe Haven Projects Register (Form 59.013A). In the case of a federated project this project will come with a federated number. Federated project numbers use the following convention:

F_YYYY_NN

F – Federated

YYYY – Year of Application

NN – The number of the application in sequential order

Federated project numbers are typically issued by SSHN personnel involved in coordination of the project and must be recorded in the Safe Haven Projects Register (Form 59.013A).

3.1.3. Clinical Studies

The WoS SH is involved in supporting a number of consented clinical studies. These studies may be Sponsored by NHSGGC, hosted commercial and non commercial studies where NHSGGC is a participating site. These studies will typically come with an NHSGGC R&I number as defined in SOP 50.009. This number must be recorded in 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. If this number is not provided by the person contacting the WoSSH in relation to the study this number will be requested.

4. Referenced documents

- SOP50.009 - Project Numbering
- FORM 59.013A - West of Scotland Safe Haven - Project Register

5. Related documents

- Data Management Plan

6. Document history

Version	Date	Description	Retrospective Implementation
1.0	03/05/2024	Migration to Glasgow Clinical Trials Unit QMS	No
2.0	21/08/2026	Inclusion of SSHN/federated projects, minor change to WoSSH numbering, removal of pseudonymisation section to better fit the scope of the SOP	No

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