

SOP number	59.008	Version	1.0
Title	Importing Datasets into the Safe Haven		

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SOP category	West of Scotland Safe Haven																		
Staff category																			
<table><tr><th>Staff Category</th><th>R</th><th>A</th><th>C</th><th>I</th></tr><tr><td>West of Scotland Safe Haven Manager</td><td></td><td>X</td><td></td><td></td></tr><tr><td>Database Development Staff</td><td>X</td><td></td><td></td><td></td></tr></table>					Staff Category	R	A	C	I	West of Scotland Safe Haven Manager		X			Database Development Staff	X			
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West of Scotland Safe Haven Manager		X																	
Database Development 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 the import of new datasets into the Safe Haven.

3. Procedures

In general, the following guidelines should be adhered to:

- Before inclusion of new datasets into the Safe Haven, researchers should have applied for, and secured, approval from the appropriate steering group and have completed Form 59.005B. The Safe Haven team will apply for LPAC approval on the researchers' behalf, and also for Caldicott permission, to hold the dataset for research. Normal rules relating to Research Application Process should be applied in accordance with SOP 59.011.

3.1. Accepting New Data/Datasets into the Safe Haven

On being alerted to the likely inclusion of new data into the Safe Haven, the Development team should read the relevant Safe Haven Data Application (Form 59.005B) and endeavour to find out any additional information they need to bring the data in. If the dataset is sitting on the NHSGGC network, attempt should be made to gain access to it, or to gain the necessary permissions, either for access or for a copy, from whomever in the eHealth Directorate has responsibility for it. The current format of the dataset will determine the format in which it is received into the Safe Haven. A copy of the dataset should be made and transferred into the Safe Haven, either by the Development team or by the appropriate responsible member of the eHealth Directorate.

Before the dataset is transferred into the Safe Haven, a check should be run on the dataset and certain characteristics of the dataset should be documented.

- Dataset format
- Version number (if applicable)
- Number of records
- Field formats
- Any known errors or problems with the data

3.2. Importing the Dataset into the Safe Haven Database

The BI Technical team will import new datasets into the Origin Platform. All data will be imported into the Safe Haven using an SSIS job, SAP data services or the Data Import Wizard on SQL Server. Once imported, the following checks should be run on the data to ensure the fields are still in the correct format.

- Count the number of records in the source system and compare with the number of records in the destination.
- Ensure records are CHI'd where necessary and CHI Seed where appropriate. All CHI numbers should be of 10 digits, with leading zero where appropriate.
- Ensure "coded" items are available in the Data Warehouse base tables and translation tables are populated.
- Ensure any derived columns are appropriately populated. This is not trivial, and may require significant effort to test and analyse depending on the system involved.
- Write to the [DS_JOB_LOG].[dbo].[DI_CTRL_JOB] table when import processes are run. (Process, run date etc)

3.3. Post-Import

After the data has been imported and found to be uncorrupted, the Safe Haven team will be informed of the newly created dataset.

A Safe Haven analyst will then check the dataset is in the database as expected.

4. Referenced documents

- SOP 59.011 - Research Application Process
- Form 59.005B - West of Scotland Safe Haven Data Application Form

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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