To help identify any opportunities for improvement, the QA team would be grateful if you could provide any feedback on the recent monitoring visit by completing this form and returning to the QA Manager at: Research & Development, Foresterhill House Annexe, Foresterhill, Aberdeen AB25 2ZB

or by e-mail to richard.cowie@nhs.scot

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of monitoring visit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monitor(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Feedback may be anonymous if preferred**

If applicable, please answer questions with a grade from 1 to 4 according to the following scale by placing a cross in the appropriate boxes.

**1 - Strongly agree. 2 – Agree. 3 – Disagree 4 – Strongly disagree.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Arrangements** | **1** | **2** | **3** | **4** |
| The arrangements for the monitoring visit were efficient. |  |  |  |  |
| The date agreed was convenient. |  |  |  |  |
| The monitoring process was clearly explained prior to the visit. |  |  |  |  |
| For any questions marked as 3 or 4, please expand on your response below: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monitoring Visit.** | **1** | **2** | **3** | **4** |
| The time taken for the monitoring visit caused minimal disruption to the work of the Consultant/Research staff. |  |  |  |  |
| The monitor was able to deal with any queries raised during the monitoring visit. |  |  |  |  |
| The monitoring process was carried out in a professional manner. |  |  |  |  |
| Any issues raised were addressed appropriately. |  |  |  |  |
| For any questions marked as 3 or 4, please expand on your response below: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post- Monitoring** | **1** | **2** | **3** | **4** |
| The monitoring report was issued within ten days. |  |  |  |  |
| The report was an accurate reflection of the monitoring visit. |  |  |  |  |
| The report was comprehensive. |  |  |  |  |
| The layout of the report was easy to follow. |  |  |  |  |
| For any questions marked as 3 or 4, please expand on your response below: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Overall Process** | **1** | **2** | **3** | **4** |
| There were no problems communicating with the Research Monitors. |  |  |  |  |
| The monitoring process was carried out in a timely manner. |  |  |  |  |
| The monitoring experience was useful. |  |  |  |  |
| For any questions marked as 3 or 4 , please expand on your response below: |

|  |
| --- |
| Please add any further comments/suggestions you may have about the monitoring process. |
|  |

Thank you for taking the time to complete this evaluation form.

The NHS Grampian/University of Aberdeen QA Team

If you wish to discuss any aspect of the monitoring process please contact the Quality Assurance Manager on 01224 - (5)54656 or by e-mail [richard.cowie@nhs.scot](file:///C%3A%5CUsers%5Cpiriem3%5CDownloads%5Crichard.cowie%40nhs.scot)