**Service Evaluation/Audit Permission Requirements

Checklist**

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| --- | --- | --- | --- |
| **To DO** | **In progress** | **Date** | **Done** |
| 1. Contact DaSH to discuss your project requirements.
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Submit a Project Initiation Document (PID) to DaSH.
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Complete [Information Governance Training](https://bygsystems.net/mrcrsc-lms/).
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Register locally with the team responsible for service evaluation and audit. For NHS Grampian, contact the QIAT.
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Obtain (via email) and complete the NHSG CG application form.
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Gather all required supporting documentation:
 |  |  |  |
| * Service Evaluation/Audit registration (i.e. QIAT)
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Protocol
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Data Linkage Plan (created by DaSH after the initial meeting)
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Data Specification File (created by DaSH after the initial meeting)
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Specific Data Management Plan (created by DaSH after the initial meeting)
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Signed and Dated CVs of researchers
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Evidence of Information Governance Training
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Submit the NHSG CG application and supporting documentation via email, copying DaSH.
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Contact DaSH with final approval documents.
 | Choose an item. | Click or tap to enter a date. |[ ]
| **NOTES** |
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