

Institute of Applied Health Sciences Database Review Questionnaire

DATABASE NAME **CUSTODIAN**

DEPARTMENT **TEL NO**

1. Database Sponsor Financial Sponsor for Database	
2. Physical Database Location e.g. Computing Centre, Edward Wright Building	
3. Database Platform e.g. Mainframe, UNIX,PC	
4. Hardware Support Contact e.g. Name and Telephone Number for Hardware Support	
5. Application Software Local Support Contact e.g, Name and Telephone Number for Application Software Support	
6. Data Management Tools e.g. Microsoft Access, Oracle, SQL, SIR, Cyrillic, Paradox	
7. Current Links to other systems Specify any Data Linkage to a Different System	
8. Network Protocols e.g. TCP/IP, FTP, FTF	
9. List of Authorised Users Please Attach List of Users with Authorised Access and Corresponding Location and Level of Access e.g. Read Only, Update Access	
10. Database Access Maximum Number of People accessing Database at the Same Time Data entry and Retrieval	

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<p>11. Database Description Brief Description of Database Function / Research Including Historical Development and Approximate Year of Creation</p> <p>Existing descriptive documentation can be included as an alternative to completing this section..</p>	
<p>12. Initial Cost Set up Cost for Database, Including Hardware and Software</p>	
<p>13. Running Costs Estimated Yearly Running Costs for Database – Maintenance & Support</p>	
<p>14. Income Estimated Yearly Income from Research or other Sources</p>	
<p>15. Publications Please Provide List of Research References Relating to Database</p>	
<p>16. Database Input Please List Sources / Format of Input to Database</p>	
<p>17. Database Output Please Give Examples of Reports Produced from Database</p>	
<p>18. Database Structure Please Provide Diagram of Database Structure and Record Linkage</p>	
<p>19. Overall Database Size Size of Stored Data in Mbytes of Gigabytes and % Utilisation of Maximum Limit of Current Database Structure</p>	
<p>20. Estimated Database Growth Estimate of % Yearly Growth Rate or Projected Size of Final Database</p>	

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<p>21. Record Formats Please provide Detailed List of Table / Record Names with Associated Field Formats, Validation and Descriptions</p>	
<p>22. Number of Records Number of Records Stored for Each of the Records Listed in 21 Above.</p>	
<p>23. Record Keys Please List Patient Identifiers Used and Search Keys Utilised. e.g. Unit No, UPI Number</p>	
<p>24. Data Security Levels Please Indicate Security Level on Each of the Items Listed in 21 Above. e.g. High / Medium / Low / Unrestricted</p>	
<p>25. Password Security Is Database Protected by a Password System, with Different Levels of Security. If so, How Often are Passwords changed</p>	
<p>26. Security Back-Ups How Frequently is the Database Backed Up ?</p>	
<p>27. Disaster Recovery Does a disaster Recovery Procedure exist to Restore Database in the event of a Disaster.</p>	
<p>28. Archive Rules Please Specify Criteria for Archiving Data to Minimise Database Size to Increase Efficiency</p>	
<p>29. Additional Information Please Include any Suggestions for Developing / Adding Value to the Current Database</p>	