

SOP-CRF-6 – V4

Title: Storage of Hospital Notes in the CRF in HSB

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Document History

Version	Description of update	Date Effective
1	New SOP	1-8-17
2	Reformatted	23-10-20
3	Scheduled review, section 3.4 contact updated	06-09-22
4	Reformatted to GRO Contact details updated at 3.4	06-09-25

1. Scope

- 1.1 This SOP applies to all staff who require hospital notes to be delivered and temporarily kept in the Clinical Research Facility, for a clinical study.
- 1.2 To ensure the safe storage of patients' hospital notes that need to be delivered and kept in the Clinical Research Facility (CRF), for a clinical study.

2. Responsibilities

CRF Manager	To ensure all staff are trained in the procedure.
Research Staff	It is the staff responsibility to order, check, sign in and sign out hospital notes appropriately.

3. Procedure

- 3.1 Hospital notes need to be ordered via TrakCare PMS (please indicate the Health Sciences Building as delivery point).
- 3.2 The porters will leave the notes in the storage room 037, on the shelf marked 'Notes In'.
- 3.3 The key to open room 037 is kept in the masterlock key storage box, next to the room's door.
- 3.4 The access code for the key storage box can be requested from Mariella D'Alessandro (mariella.dalessandro@nhs.scot)
- 3.5 Room 037 is to be used for temporary storage only and, as soon as the notes are retrieved and signed-in in TrakCare PMS, they should be transferred and kept in the proper CRF records' room (room 031).

Uncontrolled when printed. Please ensure that you are working on the most up to date version of this SOP.

Key to symbols ⓘ = Important point to note ⚠ = Warning

- 3.6 When the notes are no longer needed, they will have to be signed out in TrakCare PMS and moved back to the storage room 037, on the shelf marked 'Notes Out' where they will be collected by the porters.

4. Abbreviations and definitions

CRF Clinical Research Facility

5. Related documentation and references

SOP-CRF-5 Late Night /Lone Working Policy in the CRF in HSB

- NHS Grampian Health Records Policies, Protocols and Procedures (2010)
<http://nhsgintranet.grampian.scot.nhs.uk/depts/HealthRecords/Pages/PoliciesProcedures.aspx>
- Scottish Executive Health Department Research Governance Framework for Health and Community Care 2nd Edition (2006)
<http://www.cso.scot.nhs.uk/wp-content/uploads/2013/02/RGF-Second-Edition-February-06.pdf>