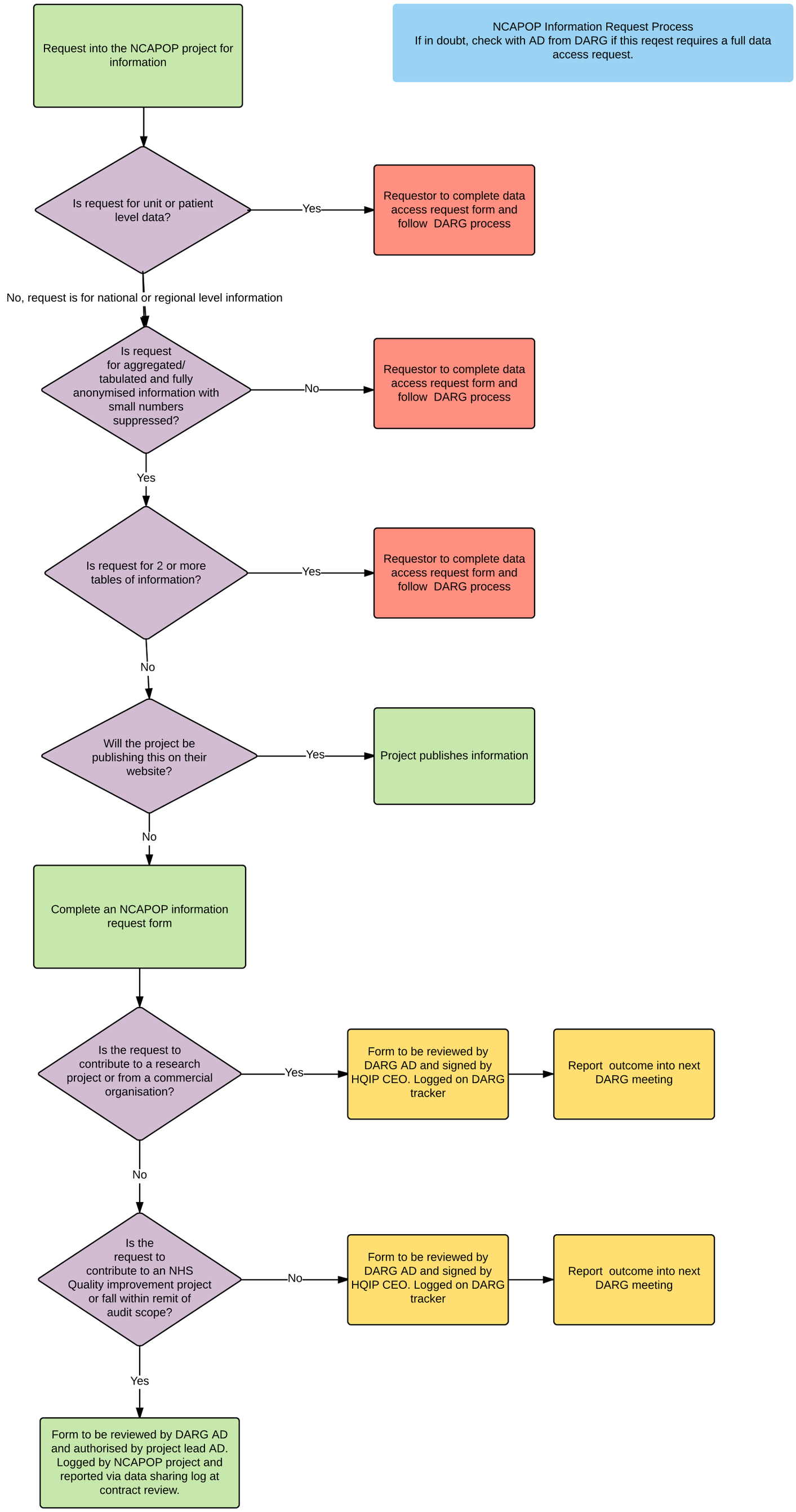
NCAPOP Information Request Process
If in doubt, check with AD from DARG if this reqest requires a full data access request.
Request into the NCAPOP project for information
Is request for unit or patient level data?
Yes
Requestor to complete data access request form and follow DARG process
No, request is for national or regional level information
Is request for aggregated/ tabulated and fully anonymised information with small numbers suppressed?
No
Requestor to complete data access request form and follow DARG process
Yes
Is request for 2 or more tables of information?
Yes
Requestor to complete data access request form and follow DARG process
No
Will the project be publishing this on their website?
Yes
Project publishes information
No
Complete an NCAPOP information request form
Is the request to contribute to a research project or from a commercial organisation?
Yes
Form to be reviewed by DARG AD and signed by HQIP CEO. Logged on DARG tracker
Report outcome into next DARG meeting
No
Is the request to contribute to an NHS Quality improvement project or fall within remit of audit scope?
No
Form to be reviewed by DARG AD and signed by HQIP CEO. Logged on DARG tracker
Report outcome into next DARG meeting
Yes
Form to be reviewed by DARG AD and authorised by project lead AD. Logged by NCAPOP project and reported via data sharing log at contract review.