PICANet Data Request Process- Start

Applicant contacts PICANet to propose idea for data request/ research/study/project

Limitations and viability discussed with PICANet team and advise given, so project is suitable for PICANet Data

Applicant completes the PICANet (Feasibility) Data Request Form

Completed PICANet Data Request form is distributed to PICANet Team and PICANet Clinical Advisory Group (CAG) for comment and approval. CAG have 2 weeks to respond to PICANet. Comments will be passed on to the applicant.

Non-English data

IF Data Request involves data from Scotland, Wales, Northern Ireland and Ireland ONLY, PICANet will feedback from CAG, giving approval or advising the data request is not possible.
PICANet may be able to give reasons and advise on how this application may be amended.

Unsuccessful

Successful

Unsuccessful

If successful a Data Sharing Agreement will be created and signed off

CAG will re-access the amended application and provide futher feedback/approval.

Successful

Data will be released, following the Completion of the DSA, and PICANet team creating the dataset.

Unsuccessful

English (NHS) Data

IF the application includes ENGLISH (NHS) PICU data, the applicant must complete the Healthcare Quality Improvement Partnership (HQIP) Data Access Request Form (DARF) or for minimal aggregated data the NCA information Request Form NCAPOP limited Data Request form HQIP are the Data controllers for PICANet English data.
Documents and guidance are available on the HQIP website

Once complete the PICANet will check the completed and submitted DARF and supporting documentation (See DARF Section 23) and Data Sharing Agreement PICANet will provide further feedback to that which is available on the PICANet Website

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Once PICANet have deemed this suitable, PICANet will sign the documentation, and get the Chair (or appropriate CAG member) to sign the application

PICANet will submit the signed DARF including DSA to HQIP's data sharing team. The applicant will be copied in on this electronic submission (CC'd by email, so that they have a record of when this action was taken)

HQIP will assign a reference number to the Data Access Request EG: HQIP 123.
This reference will be used in ALL future correspondence associated with this application between PICANet, the Applicant and HQIP. This ensures the correct information about this application is linked to the right data request.

HQIP will review the application themselves, checking they have a copy of all the supporting documentation they require

HQIP Queries

IF HQIP feel the application is incorrect, they will return the application to the applicant with notes on what needs consideration

If unsuccessful

HQIP will present the DARF to their Data Access Request Group (DARG). The DARG meet at least once a month- scheduled meetings can be found on the HQIP website

DARG will approve or reject the application, considering the PICANet CAG comments. HQIP will confirm with PICANet and/ or the applicant of their decision.

If rejected, amendments may be possible to change their decision. If this is suggested return to previous steps

HQIP will approve the data request and inform PICANet to release the data

The PICANet team will create the dataset required and arrange with the applicant for the data to be sent to them. This may involve the applicant collecting a 'passphrase' from PICANet so the data can be transferred securely.

The Applicant completes the study/project/research they stated the data would be used for.

The applicant alerts PICANet of any publications using this PICANet data and provides a lay summary for the PICANet website. PICANet have a template and instructions available on how to complete this lay summary - available template on picanet.org.uk

If you have any questions about the process or your application please email: picanetdataaccess@leeds.ac.uk