



Standard Operating Procedure 10

SReDA Reports

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BACKGROUND

In order to comply with the 'Delivering Innovation through Research - Scottish Government Health and Social Care Research Strategy' (2015) and the annual Chief Scientist Office Service Level Agreements; NHS Ayrshire and Arran RDI office must participate in the production and facilitation of both external and internal reports to manage and oversee performance.

PURPOSE

This SOP describes the process of R&D team staff producing reports on data.

SCOPE

This SOP applies to all R&D SReDA users that are required to run reports on data in SReDA that are requested on either a formal or informal basis.

RESPONSIBLE PERSONNEL

Head of Research, Development & Innovation
Senior Research Advisor
Lead R&D Facilitator
R&D Coordinator
R&D Assistant

ABBREVIATIONS

CPMS – Central Portfolio Management System
CSO – Chief Scientist Office
HB – Health Board
IRAS – Integrated Research Application System
NRS CMT – NHS Research Scotland Central Management Team
ODP – Open Data Platform
R&D – Research and Development
RDI – Research, Development and Innovation
REC – Research Ethics Committee
SReDA – Scottish Research Database Application

PROCEDURE

WHO

Lead R&D Facilitator
R&D Coordinator
R&D Assistant

WHEN

The Chief Scientist Office (CSO) and NRS CMT require regular reports to inform on the activity and expenditure within Research & Development in NHS Ayrshire & Arran which will inform the funding allocation from the CSO for the following year. The NRS Information and Quality Manager will run reports and send them to the R&D team for confirmation. Reports will then be run from SReDA to confirm this data is accurate.

Reports will be run to audit data on SReDA to check accuracy and completeness and, as requested, any internal reports or other reports required.

HOW

1. Determine what information is required for the requested report from the person or email that has requested a report.
2. Log into SReDA, select the "Create Report" from the ellipsis on the left hand or scroll down to the Reporting tab and select then click 'Create New report' from within the 'Reporting' view. Note that any reports, filters and fields that you have saved previously will be available within the 'reports' folder.
3. Work through the list of field names selecting the required fields that are needed in the report by clicking the box to the left of the field. Selected fields are shown on the right. When all required fields are selected click the "Add Selected Fields" button at the bottom.
4. Check that the list of fields selected is correct and filter the fields, if required, and then select the "Run Report" button.
5. Review the report that is produced for accuracy and then provide it to the requestor of the report.
6. Reports produced will be saved in the R&D shared drive in accordance with Corporate Records Management.

NRS CMT reports

1. NRS CMT will send reports that are pulled centrally to NHS Ayrshire & Arran. These reports require to be verified that the data contained in the report is accurate and up to date. This can be achieved by running a report with the same fields and comparing then discussing the results

NHS Ayrshire and Arran
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with colleagues and checking the data on systems such as SReDA,
CPMS and ODP.

2. NRS CMT will be informed of any changes and the reports will be updated until approved by all parties.

OTHER RELATED PROCEDURES;

N/A

REFERENCES

Delivering Innovation through Research - Scottish Government Health and Social Care Research Strategy' (2015)