CHICKEN SOUP FOR THE BUSY COORDINATOR

MAY 2020

EXTRACTION OF DATA FOR USE IN RESEARCH STUDY

Scenario

Dr Brown, PI from the Department of Paediatrics, intends to conduct a medical records review study. He also decided that the collection of subject-identifying information is not necessary. He approached Ms Green, research assistant of the Clinical Trials Unit, to assist him with the extraction of the data needed.

What are Some of his Considerations Before they Start the Study?

(1) What is the specific dataset required for the study?

The study team should be clear about the parameters of the data and the period of data they want to analyze, and determine if it contains any identifiable data *(refer to **NHG Research Data Policy Annex 1** for a list identifiable data).*

The study team should also ensure permission has been obtained from the owners/ custodians of the data (e.g. Head of Department) prior to data extraction.

(2) Who should extract the data?

As the study team requires de-identified data, the person involved in data extraction should not have any conflicts of interest to the study and should be independent of the study team (e.g. trusted third party).

If the study team requires identifiable data, the person involved in the data extraction can be part of the study team. This assigned responsibility should also be delegated and recorded on the study responsibility log.

(3) Will the data be shared?

If the study team intends to share the data collected with other parties, there should be a Research Collaboration Agreement (RCA) or NHG Data Sharing Agreement or equivalent established between the parties involved to capture the nature of the collaboration (e.g. include details on what and how data will be shared).

(4) Regulations and Institutional requirements

The study team should also ensure that data management processes are in accordance to local regulations (e.g. Human Biomedical Research Act, Personal Data Protection Act) and institutional data management policies (e.g. NHG Research Data Policy).

(5) Ethics Application

All research conducted in NHG or NHG Partner Institutions should be approved by the appointed IRB before commencement. Dr Brown should state clearly the process of data extraction (e.g. the dataset to be extracted, the people involved in the extraction, the method of extraction) on the IRB application form.

REMINDER: All NHG Staff are encouraged to read the NHG Research Data Policy to be familiarized with the policy on management of research data.

Reference (via NHG Sharepoint):

- NHG Research Data Policy [https://mynhg.com.sg > Home > Group Research > Research Compliance Unit > Research Data]
- NHG Proper Conduct of Research SOP 501-B08 Data Collection and Handling [https://mynhg.com.sg > Home > Group Research > OHRPP – Research Quality Management (RQM) > PCR SOP and Templates]

Article Contributed & Edited By: **Ms Jaslin Tan, Senior Executive, Research Quality Management, NHG Group Research, OHRPP**

**Disclaimer: All characters appearing in this article are fictitious. Any resemblance to real persons is purely coincidental. Best practices may differ between institutions. Readers are encouraged to follow their institution's policies/ guidelines relating to the above scenario/ case study.*

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