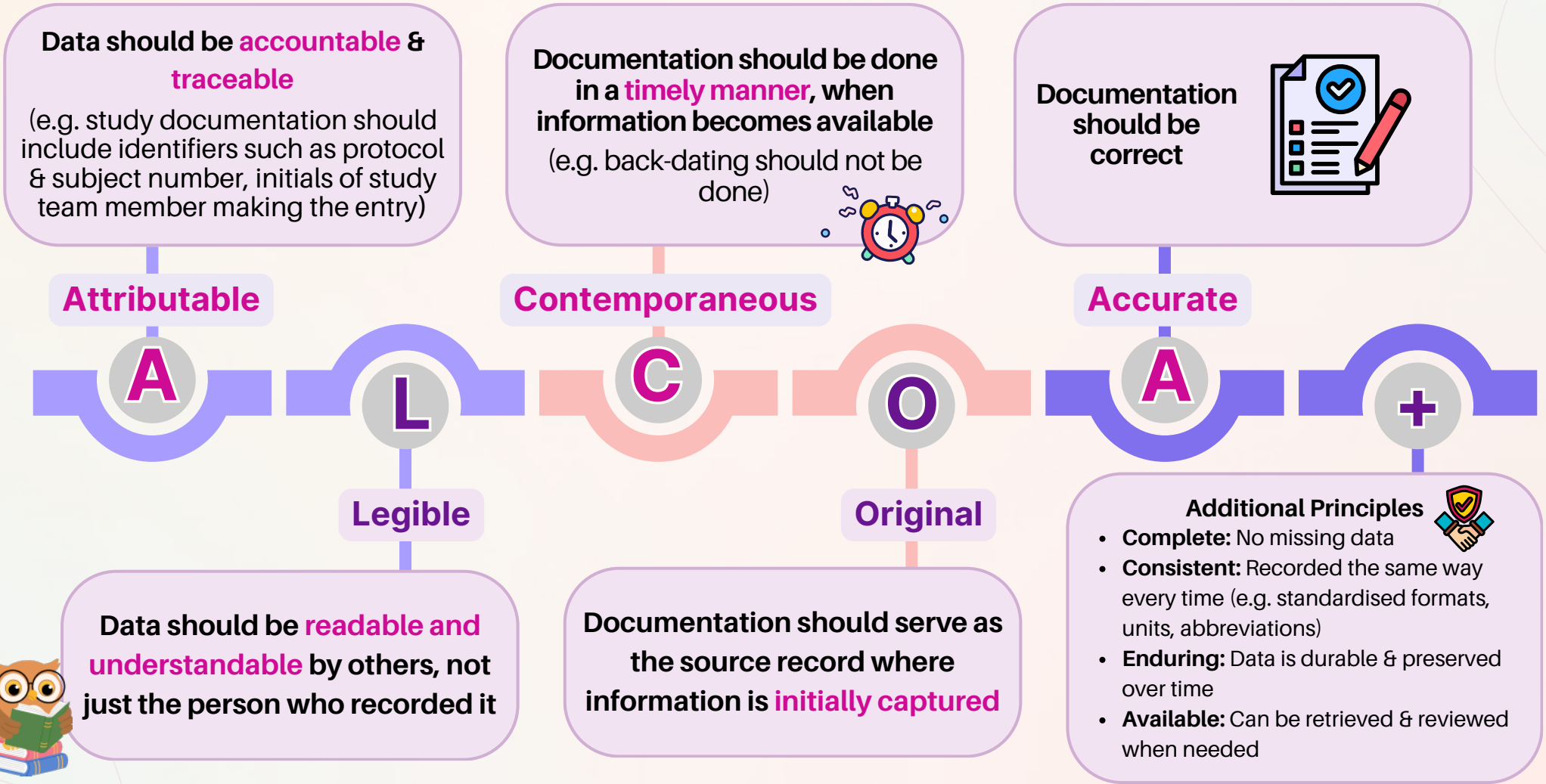


Access all NHG Health PCR SOPs & templates [here!](#)



Apply the **ALCOA+ Principles** for all Study Documentation!



DOCUMENTATION RULES

- 1. Documentation is completed by the person who conducted the activity**
e.g. Consenter to record the informed consent process documentation
- 2. Person recording should date & sign on the study documents**
- 3. Document all study related procedures & events**
e.g. Document consent process, eligibility assessment, procedures completed, adverse events assessment, explain protocol deviations
- 4. Never use pencil, erasable pen & correction tape**
- 5. Ensure clear documentation**
 - Use date format: DD/MMM/YYYY
 - Explain abbreviations in full before using. Avoid unclear abbreviations.
 - Strike through errors, keep original entry readable, and add correction with initial and date
- 6. Avoid leaving any section of the study documents blank (e.g. data collection forms or case report forms)**
 - If data is not available, indicate 'unknown/ missing/ test not done/ not available' or similar appropriate words
- 7. Review completed information to ensure it fulfils the ALCOA+ principles**



Questions on how to conduct research?

Chat with our **SARAH** bot!

Login to **Pair** (<https://pair.gov.sg>) & search for **SARAH** under Browse Assistants

IMPORTANT

“What is not documented is not done”