

GRADING CASE REPORT FORM COMPLETION GUIDELINES

Please answer **ALL** questions as instructed.

Please complete answers in **BLOCK CAPITALS** using a **BLACK INK BALL-POINT PEN** where applicable.

Where there are boxes put a **TICK** in the relevant box to indicate your response.

Date should be entered in the **DD/MM/YYYY** format. Complete all **dates** as day, month, year i.e. 13/11/2008. If the full date is not known please document as follows NK/11/2008.

Ensure that all fields are completed on each page

- If a test was Not Done record **ND** in the relevant box(es)
- Where information is Not Known write **NK** in relevant box(es)

Where information is not applicable write **NA** in the relevant box(es)

Times should be recorded using 24-hour clock (e.g. 9.30 am = 0930; 9.30 pm = 2130; 12.00 noon = 1200; 12.00 midnight = 0000).

Please ensure that the Image ID number is recorded on all grading forms as below:

Image ID Number:

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If no data are recorded on specific parts of a page or a full page, a straight line should be drawn across the unused part of the page or whole page and a suitable comment recorded (e.g. Not applicable), dated and initialed by the person recording the data and submitted to the NICTU.

Corrections to Data

If corrections to data are required, draw a single line through the incorrect entry (do not obscure the original entry) and write the correct data next to the erroneous data then initial and date.

CRF Returns Process

Forms should be completed and signed by the person carrying out the task.

Duplicate forms within the CRF must be kept as follows:

- **1st copy** Kept in the **CRF file at site**
- **2nd copy:** sent to **NICTU:**

This can be scanned and emailed to EMERALD@nictu.hscni.net, but hard copy must also posted to:

NICTU
1st Floor Elliott Dynes Building
The Royal Hospitals
Grosvenor Road
Belfast
BT12 6BA