

### RAINDrop Clinician Cohort Validation Form (externally supplied cohorts)

Hospital Department or Clinician Name:	
Name of person completing database search:	
Date of database search (DD/MM/YY):	

**Provider’s Responsibility**

To avoid errors, e.g. contacting the wrong people, it is essential cohorts are thoroughly validated against defined participant inclusion and exclusion criteria. When cohorts are created outside HIC, it is the responsibility of the cohort provider to check accuracy of the list. HIC suggest using the following procedure:

1. Cohort validation is performed by a person not involved in creating the cohort; usually a senior person (e.g. Clinician), familiar with the data.
2. Check each inclusion/exclusion criteria are applied correctly. Verify each condition has been applied correctly.
3. Take a sample of cohort participants, and manually confirm individually for inclusion against the data sources.
4. Confirm, from an expert perspective, that the size of the cohort meets clinical expectations.

**Participant Identification Checklist**

1. Total number of eligible patients on practice list identified in initial database search:	
2. Total number of patient letters to be sent out (after Clinician checked for exclusions):	
3. Date file sent to HIC (DD/MM/YY):	
4. Filename:	

**Statement:** This cohort has been generated using data sources external to HIC. I confirm that I have double-checked the data using the recommended validation steps above and take responsibility for the accuracy of this cohort:

Name of person validating data:	
Date:	Signature:

Please send your completed form, the data file & your practice headed paper via Secure NHS File transfer (<https://nww.sft.nhs.uk/sft/>) and email to the secure NHS mailbox ([Tay-UHB.HICrecruitment@nhs.net](mailto:Tay-UHB.HICrecruitment@nhs.net)) either by NHS email or as an encrypted file by non-NHS email.

**A reply will be sent by HIC confirming receipt of your email.  
A pdf of this signed form will be sent to HIC, along with the list.**