Updates to
Proper Conduct of Research (PCR) SOP

Summary of Changes

10 Nov 2023

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List of SOPs with Changes and Key Updates

S/N	Doc No.	Doc Name	Effective Date
1	501-B08	Data Collection and Handling	10 Nov 2023

Note:
For NHG researchers: To refer to NHG Research Data Policy V2 via NHG Intranet for more details

For non-NHG researchers: To refer to Healthtech Instruction Manual-Data Management (HIM-DM) and HIM-DM (Research) for more details

Key Updates

Section	Summary of Changes	Reference
Definitions	Revised the definition of 'Anonymised Data' and added the definition of 'De-identified Data'	MOH Circular No. 24/2022 Framework on Anonymisation Standards for the Public Healthcare Sector
5.4, 5.5	Researchers should seek to use anonymized or de-identified data for their research. the institution's information management team or equivalent (e.g. Trusted Third Party)	Both anonymized data and de-identified data may be held by researchers or relevant parties. But the de-identified data may still fall under PDPA.

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Key Updates

Section	Summary of Changes	Reference
6.1d	Revised the <u>requirement of password</u>, from 8 alphabets to 12 alphabets.	• Healthtech Instruction Manual-Data Management (HIM-DM) • NHG Research Data Policy V2 dated 09 May 2023
6.2	In addition to REDCap, <u>FormSG</u> was added as another recommended data capture tool, subjected to comply with some requirements.	NHG Research Data Policy V2 dated 09 May 2023
6.3	• <u>Institution endorsed system</u> was added as one of the storage requirement. • <u>Added requirement of research data stored in hardcopy form</u> (e.g. study documents, data collection form, etc.). • Added requirement of research data stored in external devices.	• Healthtech Instruction Manual-Data Management (HIM-DM) • NHG Research Data Policy V2 dated 09 May 2023

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Key Updates

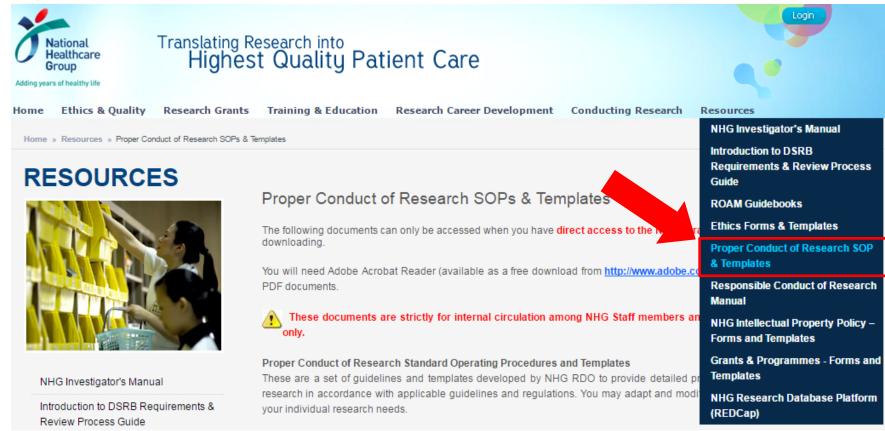| Section	Summary of Changes	Reference
7.0	• Added requirement of transfer data: password to be sent in separate email or medium (e.g. <u>tigertext)</u> limited to a <u>minimum number of recipients</u>. • Added <u>Hmail eDoc</u> as one of the institution approved platform for data transfer.	NHG Research Data Policy V2 dated 09 May 2023
7.8-7.11	Added some considerations on collaboration, funding and publications before sharing the research data.	NHG Research Data Policy V2 dated 09 May 2023

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Access to PCR SOPs and Templates
NHG Intranet access only

www.research.nhg.com.sg ➡ **Resources**

If you are a non-NHG research staff, please contact your Institution Research Office for a copy of PCR document.

THANK YOU