

CHICKEN SOUP FOR THE BUSY COORDINATOR

Dec 2021

When and How to Register for a Standing Database

Scenario

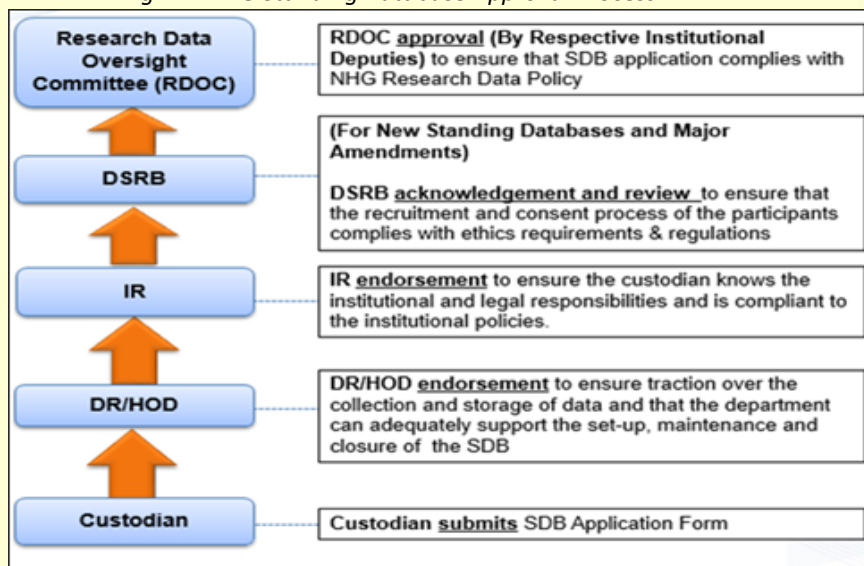
Prof. B, Head Of Department (HOD) of medical oncology of a public healthcare institution, would like to collect clinical data including diagnosis, staging, treatments, side effects, outcomes, and any other health-related information from patients seen at the institution, that will better allow oncologists to understand the disease, make comparison and evaluation on the outcomes of the cancer patients as well as for planning research studies for disease with unmet treatment outcome. She wanted to setup a standing database for medical oncology and went to seek the help of the research team.

For NHG Institutions:

As Prof B. is from a NHG institution, the research team suggested for her to register a standing database via the NHG Standing Database Online System using intranet. This is an online portal for NHG Custodians to submit their Standing Database (SDB) applications to NHG Research Data Oversight Committee (RDOC). With the registration, custodians provide assurance to comply with National Healthcare Group (NHG) and Bioethics Advisory Committee's (BAC) guidelines for data banking activities for potential research. The RDOC provides oversight of cluster-wide policies and procedures on the use, management and security of research data. The Committee makes recommendations for the improvement of research data management practices to ensure compliance with legislations, in particular the Human Biomedical Research Act (HBRA), and the Personal Data Protection Act (PDPA) and Healthtech Instruction Manual (HIM).

A summary of the NHG SDB approval process is shown in Fig. 1 below.

Fig. 1 – NHG Standing Database Approval Process



After getting approval from RDOC, Prof. B and study team may start the standing database activities such as consent patients, extract data and store data at secured platforms. She can use the data for approved future research and should also follow institutional requirements for retaining the research data for future use.

Note: For non-NHG Standing Databases, researchers should follow their Institutions registration and approval process.

References

1. NHG Research website:
<https://www.research.nhg.com.sg/wps/wcm/connect/romp/nhgromp/06+conducting+research/standing+databases>
2. NHG PCR SOP: 501- B09 Study Completion Activities

Article Contributed By: Xu Xiaoying, Manager, TTSH

Edited By: 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 scenarios/case study.*