



Checklist for PMR system success

1. Standard Operating Procedure

Devise new SOP detailing how new patients and products should be added to the PMR system

Who will do this task.....

- SOP written
- New SOP explained to team
- Implemented

2. Data check

Existing data reviewed and updated, as required

Who will do this task.....

- A-H records reviewed
- I-P records reviewed
- Q-Z records reviewed

3. Additional data

Add additional data, as required

Who will do this task.....

Started (date).....

Finished (date).....

4. Appoint data champions

Data champion 1

Data champion 2

Team members to support.....

5. Review

Review date for the project