JAG
Joint Advisory Group on GI Endoscopy

NED NATIONAL ENDOSCOPY DATABASE

National Endoscopy Database
Getting started checklist

This document outlines the steps you need to take to prepare for your service to use NED. Once all have been completed please contact askjag@rcplondon.ac.uk

		Tick once complete ✓
Step 1	Obtain Caldicott approval (see attached document 2a 'NED Caldicott and data governance information')	
Step 2	Obtain project approval from your Trust Lead for Endoscopy and management team.	
Step 3	Discuss the project at your Endoscopy User Group or equivalent (see 2b. explanatory PowerPoint slides)	
Step 4	Circulate an email to all Trust endoscopists explaining the project (see 2c. NED letter for colleagues)	
Step 5	Let National NED team know if any endoscopists do not wish to be part of the project	
Step 6	Ensure you have list of all active endoscopists in you trust with GMC/NMC numbers (all endoscopists should register with JETS or NED at https://ned.jets.nhs.uk/KPI/Register/ if not already registered register)	
Step 7	Identify a NED Trust Lead (ideally an enthusiastic clinician who will be responsible for leading locally, this may be you).	
Step 8	Identify a NED Trust Trainee Lead (ideally an enthusiastic trainee who will have a role in data validation and testing during the pilot process).	
Step 9	Identify a NED Trust Admin Lead (ideally an enthusiastic member of the endoscopy support team who understands the reporting system. They will support communication between ERS company, NED team and trust).	
Step 10	Inform your Trust IT department and identify an IT member of staff who can assist with the NED locally.	