

ECOS User Guide: Compliance Module - Principal Investigator Self-Assessment Form – Study Closure Checklist (PISAF – SCC)

Contents

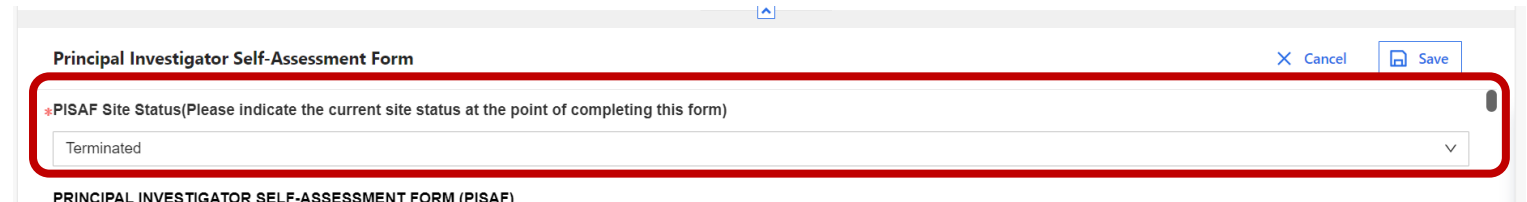
Principal Investigator Self-Assessment Form (PISAF) - Study Closure Checklist (SCC) User Guide for:

Principal Investigator (PI) / Site Principal Investigator (Site PI)/ Co-Investigator (Co-I) and Study Team Member (STM)

1. When does the SCC Task occur
2. PISAF-SCC Module General Interface
3. How to Locate the SCC task
4. How to View/ Edit/ Submit the SCC
5. How to View/ Reply to Query
6. How to Export the SCC

1) When does the SCC Task occur

- The Study Closure Checklist (SCC) provides guidance to the PI/ Site PI, Co-I and study team during study completion.
- Completion of SCC is **required** for NHG researchers with studies monitored under the **NHG Monitoring Programme for HBR studies**.
- The SCC task will be triggered on ECOS when:
 - 1) The PI submits **Study Status Report (SSR)** in the **IRB module** to notify study completion/ termination.
 - 2) The PI reports Study Site Status as **Completed/ Terminated** during the completion of the PISAF.



The screenshot shows a web form titled "Principal Investigator Self-Assessment Form". At the top right are "Cancel" and "Save" buttons. A red rectangle highlights a section labeled "PISAF Site Status(Please indicate the current site status at the point of completing this form)". Below this label is a dropdown menu with "Terminated" selected. At the bottom of the form, it says "PRINCIPAL INVESTIGATOR SELF-ASSESSMENT FORM (PISAF)".

1) PISAF-SCC Module General Interface - Columns

The screenshot shows the ECOS 'Site Task List' interface. On the left is a navigation menu with items like Homepage, IRB, CRMS, Compliance, FCOI, SDB, and Report. The 'Site Task List' item is highlighted. The main area has tabs for 'Deviation/Non Compliance', 'Serious Adverse Event', 'Principal Investigator Self-Assessment Form', and 'Study Closure Checklist'. A table lists tasks with columns for Category, ECOS Ref, Study Site, and PI/Site PI. A 'Columns' modal is open, showing a list of columns with checkboxes and drag handles. The modal has 'Clear', 'Cancel', and 'Save' buttons at the bottom. Numbered callouts 1, 2, and 3 point to the 'Columns' button, the 'Save' button, and the 'Clear' button respectively.

Category	ECOS Ref	Study Site	PI/Site PI
UAT_3B_unlimited scc auto	2024-3514	Khoo Teck Puat Hospital	Dr KTPH_NewPI1
UAT_QA_unlimited_scc	2024-3511	Khoo Teck Puat Hospital	Dr KTPH_NewPI1
UAT_3B_adhocx1_scc auto	2024-3504	Khoo Teck Puat Hospital	Dr KTPH_NewPI1

Column Selection Modal:

- Column
- Selected 15
- ☒ ECOS Ref
- ☒ Study Site
- ☒ PI/Site PI
- ☒ Department
- ☒ Task Status
- ☒ Date Sent to PI
- ☒ Task Due Date
- ☒ Initial Submission Date
- ☒ Outcome Date
- ☒ PISAF Site Status
- ☒ Form Ref

Buttons: Clear, Cancel, Save

1. Click on “**Columns**” to **change the layout** of information presented.
2. You can adjust the **columns display order** by pulling the display information **up and down** and click on “**Save**”.
3. To reset the columns to its default view, click on “**Clear**”

1) PISAF-SCC Module General Interface – Export Listing

The screenshot shows the ECOS 'Site Task List' interface. The left sidebar contains navigation links: Homepage, IRB, CRMS, Compliance, Site Task List (highlighted with a red box), FCOI, SDB, and Report. The main content area displays a table of tasks with columns: Category, ECOS Ref, Study Site, PI/Site PI, Department, Task Status, and Action. A red box highlights the 'Study Closure Checklist' tab. Another red box highlights the 'Export' button in the top right of the table area. A green arrow points from the 'Export' button to a dropdown menu that appears when the button is clicked. This menu contains two options: 'Download Original' and 'Safe Download (PDF)'. A green box with the number '2' is placed next to the dropdown menu.

Category	ECOS Ref	Study Site	PI/Site PI	Department	Task Status	Action
UAT_3B_unlimited scc auto	2024-3514	Khoo Teck Puat Hospital	Dr KTPH_NewPI1	Anaesthesia	Pending	
UAT_QA unlimited_scc	2024-3511	Khoo Teck Puat Hospital	Dr KTPH_NewPI1	Anaesthesia	Pending	
UAT_3B_adhocx1_scc auto	2024-3504	Khoo Teck Puat Hospital	Dr KTPH_NewPI1	Anaesthesia	Pending	

1. You can export the listing you are viewing by clicking on “Export”.
2. Select “Download Original” as an Excel file or “Safe Download” as PDF file.

Sheet1

Compliance Site Task - PISAF List

Downloaded By: Dr TTSH_NewPI1

Downloaded Date and Time: 25-Sep-2024 01:15:26

Category	ECOS Ref	Study Site	PI/Site PI	Department	Task Status	Date Sent to PI
UAT Test reminders	2024-3493	Tan Tock Seng Hospital	Dr TTSH_NewPI1	Geriatric Medicine	Closed with Satisfaction	23-Sep-2024
UAT QA unlimited scc	2024-3503	Tan Tock Seng Hospital	Dr TTSH_NewPI1	Geriatric Medicine	Pending	23-Sep-2024
UAT 3B unlimited scc	2024-3490	Tan Tock Seng Hospital	Dr TTSH_NewPI1	Geriatric Medicine	Closed with Satisfaction	23-Sep-2024

1) PISAF Module General Interface – Filter

The screenshot displays the ECOS PISAF Module General Interface. The top navigation bar includes the ECOS logo, a 'Site Task List' button (highlighted with a red box), and user profile icons. The left sidebar contains navigation links: Homepage, IRB, CRMS, Compliance, Site Task List (highlighted with a red box), FCOI, SDB, and Report. The main content area shows a table of tasks with columns: Category, ECOS Ref, Study Site, PI/Site PI, Department, Task Status, and Action. The table lists three tasks, all with a status of 'Pending'. A 'Filter(1)' button (highlighted with a red box) is located above the table. A 'Filter' dialog box is open, showing fields for Category, ECOS Ref, Study Site, PI/Site PI, Department, Task Status (with 'Pending' and 'Queried' options), Date Sent to PI, and Task Due Date. The 'Reset' and 'Search' buttons at the bottom of the dialog are highlighted with red boxes. Numbered callouts 1, 2, and 3 are placed near the 'Filter(1)' button, the 'Reset' button, and the 'Search' button respectively.

Category	ECOS Ref	Study Site	PI/Site PI	Department	Task Status	Action
UAT_3B_unlimited scc auto	2024-3514	Khoo Teck Puat Hospital	Dr KTPH_NewPI1	Anaesthesia	Pending	
UAT_QA unlimited_scc	2024-3511	Khoo Teck Puat Hospital	Dr KTPH_NewPI1	Anaesthesia	Pending	
UAT_3B_adhocx1_scc auto	2024-3504	Khoo Teck Puat Hospital	Dr KTPH_NewPI1	Anaesthesia	Pending	

1. Click on “**Filter**” to tailor the listing you wish to view.

2. The default settings for the filter show only **pending** tasks for your action (**Task Status = Pending/ Queried**). To reset to default filter settings, click on “**Reset**”.

3. After selecting the parameters to filter, click on “**Search**”.

Note: To view all assigned tasks (including completed tasks), ensure all filters are cleared.

3) Locate your SCC task – via Homepage

The screenshot shows the ECOS Dashboard. The left navigation panel has 'Dashboard' highlighted with a red box and a green '1' next to it. The main content area has a 'Compliance' tile highlighted with a red box and a green '2' next to it. Below the 'Compliance' tile, the 'Study Closure Checklist - Site' sub-tab is highlighted with a red box and a green '4' next to it.

Via Homepage > Dashboard

1. You can locate your outstanding SCC task via “Homepage” > “Dashboard” on the left navigation panel.
2. Locate the “Compliance” tile and click on **Study Closure Checklist - Site**. It will lead you to “My Tasks”.
3. You can also access “Homepage” > “My Task” via the left navigation panel.

The screenshot shows the ECOS My Tasks page. The left navigation panel has 'My Tasks' highlighted with a red box and a green '3' next to it. The main content area has a 'Compliance' tile highlighted with a red box and a green '4' next to it. Below the 'Compliance' tile, the 'Study Closure Checklist - Site (2)' sub-tab is highlighted with a red box and a green '4' next to it. The table below shows the SCC task details.

Latest Submission Date	Task Status	Form Type	Form Status	Form Ref/Task ID	Study Title	PI/Site-PI	Action
26-Sep-2024	Pending	SCC	Pending	2024-3511-Khoo Teck Puat Hospital-SCC-001	012	Dr KTPH_NewPI1	
25-Sep-2024	Pending	SCC	Pending	2024-3504-Khoo Teck Puat Hospital-SCC-002	005	Dr KTPH_NewPI1	

4. Click on the “Compliance” tile and locate the sub-tab “Study Closure Checklist - Site”.
5. To view the SCC task, click on “” under the “Action” column.

3) Locate your SCC task – via Compliance module

ECOS

Stop (Esc)

Site Task List

19

Homepage

IRB

CRMS

Compliance

FCOI

Report

Deviation/Non Compliance

Serious Adverse Event

Principal Investigator Self-Assessment Form

Study Closure Checklist

Columns

Export

Filter(1)

Category	ECOS Ref	Study Site	PI/Site PI	Department	Task Status	Date Sent	Action
Ad Hoc Unlimited Form Endorsed SCC	2024-3513	National University Hospital	Dr NUH_NewPI2	Gastroenterology & Hepatology	Pending	03-Sep-2	<div></div>

PISAF and Study Closure Checklist (SCC) share the same navigation panel with **Compliance > Deviation/Non Compliance & Serious Adverse Event**.

Via Compliance > Site Task List

- 1. You can also locate all assigned SCC tasks via “Compliance > Site Task List”.
- 2. Click “Study Closure Checklist” sub-header.
- 3. By default, you will see tasks which are pending your action (Task Status = Pending/ Queried).
- 4. Click on “🎯” view button under the “Action” column to view the SCC form.

4) How to View/ Edit/ Submit SCC

The screenshot shows the ECOS 'My Tasks' dashboard. The 'Compliance' tab is selected, showing 4 tasks. Below the tabs, there are filters for 'Deviation/Non Compliance - Site (0)', 'Serious Adverse Event - Site (0)', 'PI Self-Assessment Form - Site (2)', and 'Study Closure Checklist - Site (2)'. A table lists tasks with columns: Latest Submission Date, Task Status, Form Type, Form Status, Form Ref/Task ID, Study Title, and PI/Site-PI. The 'Action' column for the second task is highlighted with a red box and a '1' in a green box, indicating the next step.

Latest Submission Date	Task Status	Form Type	Form Status	Form Ref/Task ID	Study Title	PI/Site-PI	Action
26-Sep-2024	Pending	SCC	Pending	2024-3511-Khoo Teck Puat Hospital-SCC-001	012	Dr KTPH_NewPI1	
25-Sep-2024	Pending	SCC	Pending	2024-3504-Khoo Teck Puat Hospital-SCC-002	005	Dr KTPH_NewPI1	

Locate the SCC task through the methods described in Section 3.

1. Click on the **View** button under “**Action**” column to edit the SCC Form.

You will arrive at **Site Task Detail** page.

Note: The **PI, Co-I** and active **Study Team Member (STM)** listed in **Clinical Research Management System User Authorization List (CRMS UAL)** can **view and edit** the SCC.

By default, only the **PI** can submit the form.

4) How to View/ Edit/ Submit SCC

The screenshot shows the 'Site Task Detail' page for SCC form 2024-3511-Khoo Teck Puat Hospital-SCC-001. The interface includes a top navigation bar, a main content area with form details, and a 'Form History' table. Numbered callouts highlight key features: 1. The SCC Form reference number in the header. 2. The task status 'Pending' and the 'Form History' icon. 3. Quick links for 'Study Summary' and 'CRMS'. 4. The 'Edit' button in the top right corner.

1. Back to Site Task List

Site Task Detail

2024-3511-Khoo Teck Puat Hospital-SCC-001 | Khoo Teck Puat Hospital

ECOS Ref: 2024-3511

PI/Site PI: Dr KTPH_NewPI1

Current Editor: -

Study Title: 012

Quick Link: [Study Summary](#), [CRMS](#)

Study Closure Checklist

STUDY CLOSURE CHECKLIST (SCC)

1.DATA

*1.1 I have ensured that all case report forms/ data collection forms/ research database are up to date.

☐ Yes

☐ NA

1.1 Comments:

Form History

SCC sent to PI.	System	26-Sep-2024 09:58:41
SCC task created.	A/Prof NHG_PISAF_2	26-Sep-2024 09:40:53

Export Edit

1. This is the SCC Form reference no.
2. The label indicates the task status of the SCC. Next to label is the “**Form History**” icon. You can click on the icon to view form history.
3. These quick links will bring you to **IRB Module - Study Summary** and **Clinical Research Management System (CRMS) information**.
4. Click on “**Edit**” to start completing the form.

4) How to View/ Edit/ Submit SCC

2024-3511-Khoo Teck Puat Hospital-SCC-001 | Khoo Teck Puat Hospital Pending Submit

ECOS Ref: 2024-3511 📄

PI/Site PI: Dr KTPH_NewPI1 Last Updated By: - Initial Submission Date: -

Current Editor: -

Study Title: 012

Quick Link: [Study Summary, CRMS](#)

1 Study Closure Checklist

2 Save

STUDY CLOSURE CHECKLIST (SCC)

1.DATA

*1.1 I have ensured that all case report forms/ data collection forms/ research database are up to date.

☐ Yes

☐ NA

1.1 Comments:

0 characters entered

3 Submit

2024-3511-Khoo Teck Puat Hospital-SCC-001 | Khoo Teck Puat Hospital Pending Submit

ECOS Ref: 2024-3511 📄

PI/Site PI: Dr KTPH_NewPI1 Last Updated By: Dr KTPH_NewPI1 Initial Submission Date: -

Current Editor: -

Study Title: 012

Quick Link: [Study Summary, CRMS](#)

Study Closure Checklist Export Edit Track Changes

STUDY CLOSURE CHECKLIST (SCC)

1.DATA

*1.1 I have ensured that all case report forms/ data collection forms/ research database are up to date.

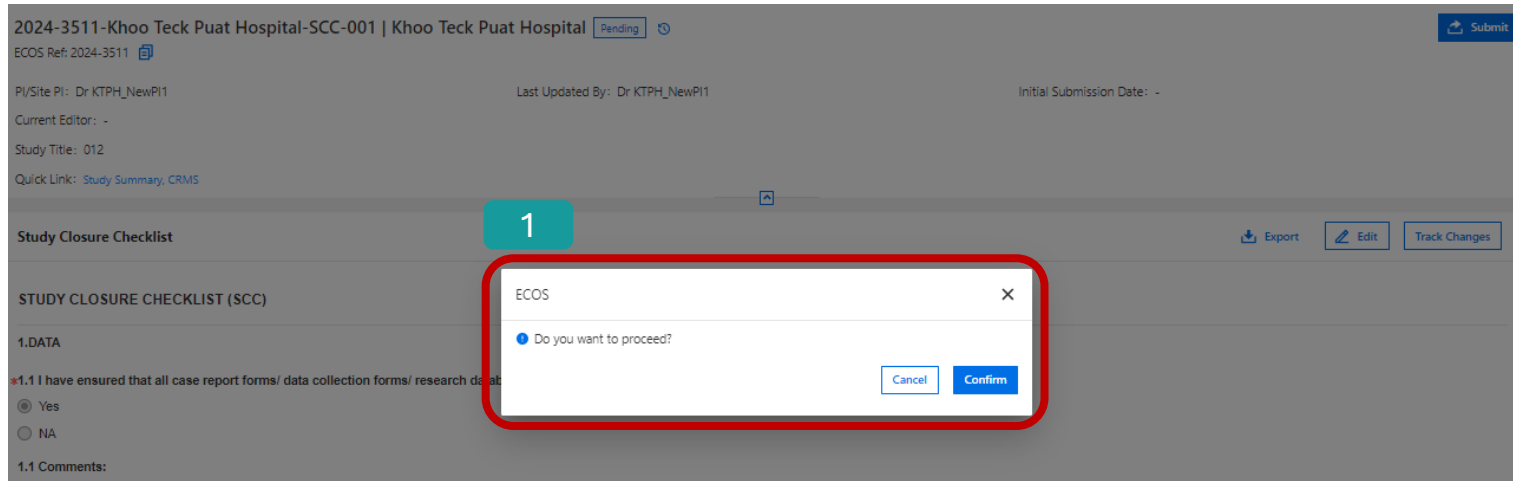
☒ Yes

☐ NA

1.1 Comments:

1. Scroll down to complete the rest of the SCC form. Fields marked with * are mandatory for completion.
2. Click on “**Save**” to ensure the edits have been saved successfully.
3. After the form has been saved, the “**Submit**” button will be enabled (color change from grey to blue).
4. By default, **only the PI** can be able to see and click on the “**Submit**” button. **Co-I and active STM listed in CRMS UAL can only view and edit the SCC.**

4) How to View/ Edit/ Submit SCC

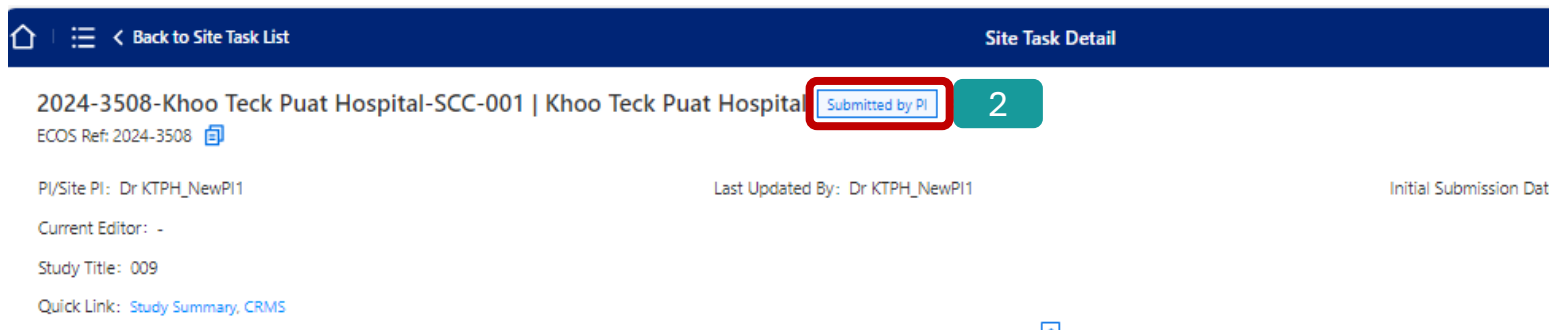


The screenshot shows the 'Study Closure Checklist (SCC)' form for '2024-3511-Khoo Teck Puat Hospital-SCC-001'. The form is currently in a 'Pending' state. A red box highlights a pop-up window that appears after clicking the 'Submit' button. The pop-up window contains the text 'ECOS' and 'Do you want to proceed?' with 'Cancel' and 'Confirm' buttons. A green circle with the number '1' is placed next to the pop-up window.

1. After the PI clicks on the “**Submit**” button, a **pop-up window** will appear for the user’s confirmation to proceed with the task. Click on “**Confirm**” to proceed or “**Cancel**” to return to the Site Task detail page.

2. Click “**Confirm**” to proceed with the submission. The label will be changed from “**Pending**” to “**Submitted By PI**”. The form **cannot** be edited further.

3. An email notification will be triggered after the SCC has been submitted. The task is now with the PISAF Reviewer to complete the review.



The screenshot shows the 'Study Closure Checklist (SCC)' form for '2024-3508-Khoo Teck Puat Hospital-SCC-001'. The form is now in a 'Submitted by PI' state. A red box highlights the 'Submitted by PI' label. A green circle with the number '2' is placed next to the label.

4) How to View/ Edit/ Submit SCC

The screenshot displays the 'Site Task Detail' page for a study titled '2024-3509-Khoo Teck Puat Hospital-SCC-001 | Khoo Teck Puat Hospital'. The page includes a header with navigation links, a main content area with task details, and a sidebar with a checklist. Red boxes highlight the 'Endorsed' button and the 'View' button.

Header: < Back to Site Task List | Site Task Detail

Main Content:

- 2024-3509-Khoo Teck Puat Hospital-SCC-001 | Khoo Teck Puat Hospital
- ECOS Ref: 2024-3509
- PI/Site PI: Dr KTPH_NewPI1
- Last Updated By: Dr KTPH_NewPI1
- Initial Submission Date: 23-Sep-2024
- Current Editor: [View] 2
- View Comment: [Endorsed] 1
- Study Title: 010
- Quick Link: Study Summary, CRMS

Study Closure Checklist

STUDY CLOSURE CHECKLIST (SCC)

1. The PISAF reviewer will endorse the SCC if there is no query, or all queries have been adequately addressed by the PI/ Study Team.
2. Click on “**View**” to see the comment from the PISAF reviewer (if any).

4) How to View/ Reply to Query

The screenshot displays the 'My Tasks' section of the eSitePro application. At the top, there are four summary cards: IRB (0), CRMS (0), FCOI (0), and Compliance (5). Below these, a navigation bar lists several task categories: Deviation/Non Compliance - Site (0), Serious Adverse Event - Site (0), PI Self-Assessment Form - Site (2), and Study Closure Checklist - Site (3). The 'Study Closure Checklist - Site (3)' category is selected, leading to a table view. The table has columns for Latest Submission Date, Task Status, Form Type, Form Status, Form Ref/Task ID, Study Title, PI/Site-PI, and Action. There are three rows of data, all with a status of 'Pending'. The first row's 'Form Status' is 'Queried'. A red box highlights the 'Form Status' column header and the 'Queried' value. Another red box highlights the 'Action' column header and the eye icon for the first row. A green badge with the number '1' is positioned between the two red boxes.

Latest Submission Date	Task Status	Form Type	Form Status	Form Ref/Task ID	Study Title	PI/Site-PI	Action
26-Sep-2024	Pending	SCC	Queried	2024-3508-Khooh Teck Puat Hospital-SCC-001	009	Dr KTPH_NewP11	
26-Sep-2024	Pending	SCC	Pending	2024-3511-Khooh Teck Puat Hospital-SCC-001	012	Dr KTPH_NewP11	
25-Sep-2024	Pending	SCC	Pending	2024-3504-Khooh Teck Puat Hospital-SCC-002	005	Dr KTPH_NewP11	

2024-3508-Khoo Teck Puat Hospital-SCC-001 | Khoo Teck Puat Hospital Queried 5

ECOS Ref: 2024-3508

PI/Site PI: Dr KTPH_NewPI1

Current Editor: -

Study Title: 009

Quick Link: [Study Summary](#), [CRMS](#)

Study Closure Checklist

STUDY CLOSURE CHECKLIST (SCC)

1.DATA

*1.1 I have ensured that all case report forms/ data collection forms/ research database are

☒ Yes

☐ NA

1.4

Note: The PI, Co-I and active Study Team Member (STM) listed in Clinical Research Management System User Authorization List (CRMS UAL) can reply to the query.

By default, only the PI can re-submit/reply query to the PISAF reviewer.

Query List Saved at 19-Sep-2024 10:31:28 8 Reply Query

Pending Query **All Query**

3/3 Pending

3.1 Have you recorded relevant trainings for all study team members and filed the records in the investigator file? E.g. training record form/log to record the training on the study, CITI/GCP certs, CVs.

Example Query 2

Query Round1 A/Prof NHHG_PISAF_2 19-Sep-2024 10:18:04

* Reply Query

done

4.3 Was the ICF personally signed and dated by all relevant parties where appropriate? I.e. subject, person taking consent, LR or partial/impartial witness.

Example Query 3

Query Round1 A/Prof NHHG_PISAF_2 19-Sep-2024 10:18:04

* Reply Query

done

General

Example Query 1


Query Round1 A/Prof NHHG_PISAF_2 19-Sep-2024 10:18:04

* Reply Query

done

Export 6 Edit Track Changes 2 Query List

7 Query List

1. Locate the SCC task from Home page or Compliance module. The status of the form will be reflected as **“Queried”**. Click on **“View”** button  to enter **Site Task detail** page to view the SCC.
2. To view query(ies), click on the **“Query List”** button. A sliding window will appear, where you can **view and respond** to the query(ies). A **red dot** indicates that there is an action pending (i.e. to address the query).
3. Query(ies) are organised according to the respective sections of the SCC. To address each query that is currently pending response, you will need to **enter your reply under “Pending Query” tab > “Reply Query”**.
4. You can view all queries throughout the review under **“All Query”** tab.
5. Query response will be **auto-saved**. Click on the background page, **Site Task Detail**, to close the sliding window.
6. Where needed, you will also need to make the edits onto the form directly. Click on **“Edit”** to make the changes and **“Save”**.
7. When all the query(ies) have been **answered**, the red dot indicator will disappear.
8. The **“Reply Query”** button appears at the top of the form.

4) How to View/ Reply to Query

The screenshot illustrates the process of viewing and replying to a query in the Site Task Detail page. The page is titled '2024-3508-Khoo Teck Puat Hospital-SCC-001 | Khoo Teck Puat Hospital' and shows the 'Queried' status. The 'Track Changes' function is highlighted with a red box and labeled '1'. The 'Reply Query' button is highlighted with a red box and labeled '2'. A confirmation pop-up window titled 'Reply Query' is shown, with 'Confirm' and 'Cancel' buttons. The 'Submitted By PI' status is highlighted with a red box and labeled '3'. The 'Study Closure Checklist' is also visible at the bottom.

Site Task Detail

2024-3508-Khoo Teck Puat Hospital-SCC-001 | Khoo Teck Puat Hospital Queried

ECOS Ref: 2024-3508

PI/Site PI: Dr KTPH_NewPI1 Last Updated By: Dr KTPH_NewPI1 Initial Submission Date: 26-Sep-2024

Current Editor: -

Study Title: 009

Quick Link: [Study Summary](#), [CRMS](#)

Track Changes

Current Version: 03-Sep-2024 13:13:39 2024-3513/National University Hospi... Previous Version: 03-Sep-2024 11:32:01 2024-3513/National University Hospi...

9.1 I have registered a standing database and/or tissue bank to relevant parties, if applicable.

Yes

NA

Comments:

changed from Yes to NA for tracking purposes

Reply Query

Do you want to proceed?

Query Item 3.1 Have you recorded relevant trainings for all study team members and filed the records in the investigator file? E.g. training record form/log to record the training on the study CTUSOP verbi, CRL.

Example Query 2

None

Query Item 4.3 Was the ICF personally signed and dated by all relevant parties where appropriate? i.e. subject, person taking consent, LI or partial/impartial witness.

Example Query 3

None

Query Item General

Example Query 1

None

Cancel Confirm

Site Task Detail

2024-3508-Khoo Teck Puat Hospital-SCC-001 | Khoo Teck Puat Hospital Submitted By PI

ECOS Ref: 2024-3508

PI/Site PI: Dr KTPH_NewPI1 Last Updated By: Dr KTPH_NewPI1 Initial Submission Date: 26-Sep-2024

Current Editor: -

Study Title: 009

Quick Link: [Study Summary](#), [CRMS](#)

Study Closure Checklist

EXPORT Track Changes Query List

STUDY CLOSURE CHECKLIST (SCC)

1.DATA

1.1 I have ensured that all case report forms/ data collection forms/ research database are up to date.

Yes

NA

1. If changes were made to the SCC, you can see the **prior changes** when you click on the “Track Changes” function.
2. Co-I and active STM listed in CRMS UAL can reply to query, but **only the PI can re-submit the form/ reply query**. Click on “Reply Query” button.

A confirmation pop-up window will appear with the list of query replies. Click “Confirm” to proceed or “Cancel” to return to **Site Task Detail** page.

3. The label will be changed from “Queried” to “Submitted By PI”. The form **cannot** be edited further.
4. An email notification will be triggered after the SCC has been submitted. The task is now with the PISAF Reviewer to review the query response.

6) How to Export the SCC

The screenshot displays the 'Site Task Detail' page for '2024-3509-Khoo Teck Puat Hospital-SCC-001 | Khoo Teck Puat Hospital'. The page includes a header with navigation links and a user profile. Below the header, there is a section for 'Study Closure Checklist' with a 'STUDY CLOSURE CHECKLIST (SCC)' table. The table has a column '1.DATA' and a row '1.1 I have ensured that all case report forms/ data collection forms/ research database are up to date.' with radio buttons for 'Yes' and 'NA'. A 'Quick Link' for 'Study Summary, CRMS' is also present. On the right side of the page, there is a sidebar with buttons: 'Export' (highlighted with a red box and labeled '1'), 'Track Changes', and 'Query List'. Below the sidebar, there is a 'Download List' (highlighted with a red box and labeled '2') showing a file 'NHG-CAT 3B SCC2024-3509-Khoo Teck Puat Hospital-SCC-001.pdf' (99.10 KB) with a 'Delete' button and a 'Download To Local' button (highlighted with a red box and labeled '3').

1. To export a copy of the SCC for record keeping, click on **“Export”**.
2. The **“Download List”** will appear at the bottom of the browser.
3. When the export is complete, click **“Download To Local”**. The PDF copy of the form will be saved to your computer local drive.

Please contact Research Quality (NHGHQ)
researchquality@nhg.com.sg
if you have any question about ECOS
Compliance (PISAF-SCC) module.



Thank You

Tan Tock Seng Hospital • Khoo Teck Puat Hospital • Woodlands Hospital • Yishun Community Hospital • TTSH Integrated Care Hub
Institute of Mental Health • National Skin Centre • National Centre for Infectious Diseases • NHG Cancer Institute • NHG Eye Institute • NHG Heart Institute
Population Health • NHG Polyclinics • Diagnostics • Pharmacy • Community Care • NHG College • Centre for Healthcare Innovation