APPENDIX 2 – DATA MONITORTING GROUP TERMS OF REFERENCE

Quality improvement project: An evaluation of cancer staging using proforma reporting in radiology (CASPAR)

Data Monitoring Group

Membership

- Dr Tony Nicholson (immediate past Vice-President, Faculty of Clinical Radiology, RCR)
- Dr Julie Olliff (RCR co-lead for Cancer Standards in Oncology Imaging)
- Dr Nicola Strickland (Clinical Radiologist, UK Imaging Informatics Group)
- Dr Diana Tait (Vice-President, Faculty of Clinical Oncology, RCR)

Role

- To review accumulating data in the CASPAR project and advise the RCR and NCIN on the conduct and future management of the project. It mainly reviews safety and efficacy data but may also see quality and compliance data.

Key objectives

- To receive and review the progress and accruing data of the CASPAR project and provide advice on the conduct of the project to the Project Reference Group;
- To advise the Steering Group if, in the DMG's view, the accruing results indicate that the aims of the project are likely to be met before the completion of the project or alternatively if there is a reasonable expectation that the project is not going to provide any clear outcome.

Specific tasks

- Review pilot centres' agreements for Caldicott Guardian approval to participate in the CASPAR project and seek assurance that all data provided by pilot centres have been submitted in accordance with the agreement;
- Seek assurance that all data submitted for the CASPAR project are held securely and safely by pHassociates, in accordance with the project protocol;

- Undertake periodic evaluation of proforma-based data provided prospectively by pilot centres, to assess data quality (including completeness) and by so doing encourage collection of high quality data;
- Monitor and advise on withdrawals from the project by any pilot centres;
- Monitor compliance with the project protocol both by participants and investigators;
- Monitor planned sample size assumptions;
- Report to the Steering Group and Project Reference Group on progress of data collection and any issues or concerns relating to data quality and/or pilot centre participation; and
- Evaluate and report to the Steering Group and Project Reference Group on any perceived problems with the conduct of the CASPAR project and in particular advise on any patient safety issues that might affect whether the project should continue or whether it should be terminated early.