

Date: 16 October 2024
Our ref: K: FOI/Ref: 2024-000336
Email: NSS.DevServicesFOI@nhs.scot

Freedom of Information Reference: FOI-2024-000336 – Technical Healthcare Scientist Team Protocols.

I refer to your freedom of information request that we received on 25th September 2024.

I have been looking at the documents published by your Technical Healthcare Scientist Team (i.e. Technical Healthcare Scientist Team | National Services Scotland (nhs.scot)) and would like to know if they have any Standard Operating Procedures (SOPs), Work Instructions (Wis), Protocols or similar documents that they use to guide their research process. If so, can these be provided to me under FoI?

We have now completed the search of our records and can provide you with the following information:

Please find attached Appendix 1 which is the current draft version of the Standard Operating Procedure (SOP) and it's supporting documents (Appendices 2 & 3)

These documents are currently under development by the Technical Healthcare Scientist team. Once finalised and approved, an abridged version of Appendix 1 will become the Healthcare Scientist Technical Team SOP for literature reviews process. We anticipate finalising it this year and once approved, it will be made publicly available on our [website](#).

Appendix 1 - Internal Standard Operating Procedure (SOP): HCS Technical Team Literature Reviews Process V.00.5 (Draft)

Appendix 2 - Internal Standard Operating Procedure (SOP): HCS Technical Team Literature Review Protocol V00.1 (Draft)

Appendix 3 – Critical Appraisal Checklists V00.1 (Draft)

I trust you will find the information of assistance and if you require any further information, please do not hesitate to contact me.

If you are unhappy with any aspect of how we have dealt with your request, you can make representations to us asking us to review the handling of your request. Please write to the Associate Director Governance and Board Services (Board Secretary) at the email address nss.foi@nhs.scot within 40 working days of the date of this correspondence.

If after a review you are still unhappy, you also have the right to apply to the Scottish Information Commissioner, who can be contacted at Kinburn Castle, St Andrews, Fife, KY16 9DS, or via their [online application form](#).

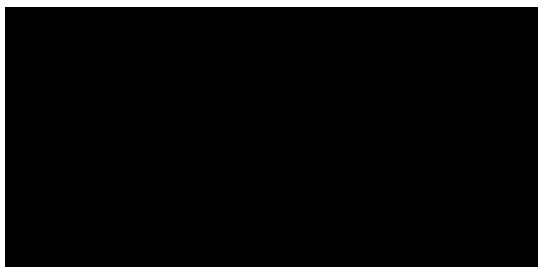


Chair Keith Redpath
Chief Executive Mary Morgan

NHS National Services Scotland is the common name of the Common Services Agency for the Scottish Health Service

If you have any queries about this letter, please contact me at the above address.

Yours sincerely,



Chair Keith Redpath
Chief Executive Mary Morgan

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Common Services Agency for the Scottish Health Service*