



TARDIS – Working Practice Document No: 033

Source documentation

1. All electronic data for the TARDIS trial should be supported by source documentation.
2. Source documentation is any form of documentation on which the initial information is written, regardless of what it has been written on.
3. All forms of source documentation will need to be filed and retained.
4. The following are all considered forms of source documentation:
 - Medical records
 - Nursing records
 - Drug chart
 - Paper CRF's
 - CT/MRI reports
 - Carotid Doppler reports
5. If information/data cannot be obtained from any of the above listed, it may be necessary for the data collector to undertake the appropriate assessment in order to collect this information.
6. This information, once written down becomes the source document and therefore cannot be destroyed.
7. Source documentation will be required for review during site monitoring visits, audit or inspection.