**Title**

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| **DOCUMENT NO.:** |  |
| **AUTHOR:** |  |
| **ISSUE DATE:** | **DD MMM YYYY** |
| **EFFECTIVE DATE:** | **DD MMM YYYY** |

# Introduction

The Academic & Clinical Central Office for Research & Development (ACCORD) is a joint office comprising clinical research management staff from NHS Lothian (NHSL) and the University of Edinburgh (UoE).

Introduce the policy/guideline by revealing background information around the topic and providing relevant quotes from regulations and guidelines as appropriate.

# Scope

List which parties the policy or guideline will be applicable to and describe any circumstances where the policy/guideline should not be followed.

# Policy/Guideline (*delete as appropriate*)

Record the policy/guideline in the 3rd person and use future tense, avoiding tentative language (‘will’ and ‘must’ will be used as opposed to ‘should’). Divide into sections as appropriate.

## Section Heading

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# References and Related Documents

List any literature or Standard Operation Procedures (SOPs) that have been quoted in this policy/guideline or that have direct relevance or must be read in conjunction with this document.

# Document History

List specified details of previous versions of the procedure.

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| --- | --- | --- |
| **Version**  **Number** | **Effective Date** | **Reason for Change** |
| 1.0 | DD MMM YYYY |  |

# Approvals

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| --- | --- |
| **Sign** | **Date** |
| AUTHOR: |  |
| APPROVED: |  |
| AUTHORISED: |  |