

Appendix

Checklist for quality control of registration programs

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| 1. Registration program title: | |
| 2. Registration Executive Director: | 3. The main person in charge of registration: |
| 4. Type of registration: | 5. Date of approval in the University Research Council: |
| 6. Registered work environment: | 7. Number of partner centers: |
| 8. Visit Date: | 9. Names of the assessment team: |

| Raw | Title | | |
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| 10 | What percentage of the goals of the registration program have the required variables? | The number of goals that the required variables have: Total goals: Percentage: | |
| 11 | What percentage of variables are additional? | Number of additional variables: Total number of variables: Percentage: | |
| 12 | Does it have a data dictionary? | Yes | No |
| 13 | Are group discussion minutes available to determine the minimum necessary registration variables? | Yes | No |
| 14 | In what percentage of recorded cases, is the data of all variables fully recorded? | Initial registration | Number of complete cases: Total number of registered cases: Percentage: |
| | | Follow up | Number of complete cases: Total number of registered cases: Percentage: |

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signature:
signature:

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| 15 | What percentage of each variable is completed? | Initial registration | Number of complete cases: Total number of registered cases: Percentage: | |
| | | Follow up | Number of complete cases: Total number of registered cases: Percentage: | |
| 16 | Is there stability in the number of variables? | Diagnosis | Yes | No |
| | | Complaints and symptoms of the disease | Yes | No |
| | | Laboratory / Clinical examination | Yes | No |
| | | Medicinal | Yes | No |
| 17 | Is there a Continuity in the number of variables? | Diagnosis | Yes | No |
| | | Complaints and symptoms of the disease | Yes | No |
| | | Laboratory / Clinical examination | Yes | No |
| | | Medicinal | Yes | No |
| 18 | Is there consistency in naming variables? | Diagnosis | Yes | No |
| | | Complaints and symptoms of the disease | Yes | No |
| | | Laboratory / Clinical examination | Yes | No |
| | | Medicinal | Yes | No |
| 19 | Is there stability in the unit of measurement of variables? | Diagnosis | Yes | No |
| | | Complaints and symptoms of the disease | Yes | No |
| | | Laboratory / Clinical examination | Yes | No |
| | | Medicinal | Yes | No |
| 20 | Is there internal validity for recording duplicates? | | Yes | No |

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| 21 | What percentage of registered cases have been repeated more than once? | Number of duplicates registered cases: Number of registered cases: Percentage: | | |
| 22 | Are registration variables defined and recorded based on international standard coding systems? | Yes | No | Diagnosis |
| | | Yes | No | Complaints and symptoms of the disease |
| | | Yes | No | Laboratory / Clinical examination |
| | | Yes | No | Medicinal |
| 23 | What is the coverage of registered cases? | Number of registered cases: Number of available cases: Percentage: | | |
| 24 | Is the composition of the registration management structure in line with the goals of the program? | Yes | No | |
| 25 | Is there an operational plan? | Yes | No | |
| 26 | Does the registration action plan meet the intended objectives? | Yes | No | |
| 27 | Has a training class been held? | Yes | No | |
| 28 | For what percentage of people working in the registration program, an educational certificate (at least one certificate) has been issued? | Number of certificates available: Number of people working in the registration program: Percentage: | | |
| 29 | Is the executive protocol of the registration program available? | Yes | No | |
| 30 | Are there guidelines for ethics and information confidentiality? | Yes | No | |
| 31 | Are the minutes of the Strategic Registration Committee available? | Yes | No | |
| 32 | What percentage of the members of the Strategic Registration Committee were present at the meetings? | Number of present members: Total members: Percentage: | | |

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| 33 | What percentage of routine follow-ups are done for each person? | Number of follow-ups: Number of required follow-ups: Percentage: | | | | |
| 34 | Is the number of registered samples based on the predicted sample size in the population and the specified time period? | Yes No | | | | |
| 35 | Does it have a memorandum? | Yes No | | | | |
| 36 | Number of memoranda of understanding concluded between partner centers | Internal: | | International: | | |
| 37 | Is there software with the necessary capabilities in a surveillance system? | Yes No | | | | |
| 38 | Is the software internally valid? | Yes No | | | | |
| 39 | Do the published reports match the available information? | Yes No | | | first stage | |
| | | Yes No | | | second stage | |
| | | Yes No | | | third stage | |
| 40 | How many reports have been sent to the University Disease Registration Unit? | | | | | |
| 41 | Is a quality control protocol available? | Yes No | | | | |
| 42 | Are quality control reports available? | Yes No | | | | |
| 43 | Is there an access protocol for different users to the registration data? | Yes No | | | | |
| 44 | Has the pilot phase been completed? | Yes No | | | | |
| 45 | Have the results of the pilot phase been published? | Yes No | | | | |
| 46 | What is the quality of the pilot phase results? | 1 | 2 | 3 | 4 | 5 |

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