



GP Letter version Control Log

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Version number	Document Date	Submission Date	REC Approval Date	Reason for Change	Summary of Changes
V1.0	-	-	-	-	N/A
V2.0	17-11-2017	-	-	-	There is a NTF relating to GP letter v2.0 where approval emails cannot be located. GP Letter: v2.0 in paper TMF with v1.0 (marked as superseded). v2.0 in Q-Pulse but no approvers listed and no email/other evidence of appropriate review/approval. A file note in section 4.1 of paper TMF states essential docs were uploaded to Q-Pulse retrospectively as active docs and notes to state approvals dates are in the properties section. Also says the corresponding approval emails have been filed in both the TMF and eTMF – unable can't locate any emails.

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V3.0	n/a	n/a	n/a	-	This version has never been approved or used, error in version control, this was a draft of version 2.0. Name changed to Hannah McNeil and Raegan Barrows in error as the job title was Trial Co-ordinator previously used for Trial Manager.
V4.0	29-Oct-2021	25-11-2021	25-11-2021	Contact details updated	Trial Manager contact name was updated from Nicola McGowan to Uzma Manazar NSA-14
V5.0	25-02-2022	31-05-2022	31-05-2022	Corrective action for data breach	The GP letter has been updated to remove the Adapt Sepsis trial email address in order to avoid breaches of personal identifiable information being sent to the incorrect team, this should have no impact on the resource in place at the participating organisation. NSA-19