**ACCORD STAFF EXIT CHECKLIST**

| Name: |  |
| --- | --- |
| Position: |  |
| Scheduled leaving Date: |  |

In conjunction with the staff member, the Line Manager must complete this form prior to the staff members’ scheduled departure.

It is recognised that not all sections of this form will be relevant to all staff, where a section is not relevant, please indicate in the box provided.

Highlighted text is included as an example and should be amended with appropriate details.

| **Details** | **Complete *(i.e. Yes / No / N.A.)*** | **Outcome**  ***(i.e. method of disposal / name of person with responsibility)*** |
| --- | --- | --- |
| All keys / swipe cards / staff badges returned to line manager  *Note that you are required to contact the QMRI building secretary, or contact the QMRI reception, to ensure that the member of staff’s building access is revoked on the UoE database.* |  | Building access pass, ID badge and keys returned to Line Manager |
| All equipment returned to line manager / IT  *(e.g. laptops, data sticks, mobile phones)* |  | Laptop returned to Line Manager |
| Access to electronic systems revoked  *(e.g. PhV database(s), SharePoint, study specific e-systems. This may also include systems not related to study data e.g. social media accounts)* |  | Line Manager requested access to the following systems is revoked;  PhV database  SharePoint  Adobe Sign  Employee has confirmed access to study specific databases has been revoked. |
| Any file or device passwords passed on  *(e.g. password protected excel spreadsheets)*  *Note your personal account password must not be shared* |  | Line Manager has a note of archiving excel spreadsheet password. |
| Relevant study teams / support departments notified of staff leaving |  | Employee has emailed relevant Trial Managers |
| Appropriate arrangements / handover made for the continuation of projects |  | Handover meeting minutes documented and retained by Line Manager |
| Relevant emails/electronic documents saved centrally and out of office initiated  *Important emails/electronic documents must be saved to an appropriate secure network folder or forwarded to line manager. An out of office message should be initiated indicating a contact in your absence* |  | Employee has cleared inbox and saved study specific emails to SharePoint. Out of office contact lists Line Manager as appropriate contact. |
| Human Resources / Payroll / IT informed  *Procedures differ between NHSL/UoE. Line Manager to following their organisations procedure.* |  | Line Manager has followed standard procedure. |
| Copy of training record provided to ACCORD QA |  | Employee has copied training record and passed copy to QA. |

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Counter signatory**

(Line Manager) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**