

**On-boarding Checklist**

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| **Documentation** | |
| Patient Leaflet |  |
| Marsden360 SOP |  |
| Electronic test request form |  |
| Instructions for use leaflet |  |
| Marsden360 annotated report to help facilitate interpretation of the results |  |
| Access to national data collection tool (excel spreadsheet) |  |

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| **Supplies** | |
| Streck Tubes received |  |
| Safeboxes received |  |
| Marsden360 return address labels received for safeboxes received |  |
| Marsden360 tube labels for Streck tubes received |  |
| Access to royal mail tracking system |  |

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| **Key Contacts and Sites** | |
| Identify GMSA lead contact to accept delivery and distribution of Streck tubes and Safeboxes |  |
| Provide RMH lab the email address for the regional GLH hub where reports should be copied too |  |
| Identify GMSA lead for any issues to be reported too |  |
| Provide a list of participating sites for GMSA region to RMH |  |