

Naming conventions for Florence

To ensure Florence remains searchable, reportable, scalable as its use expands, and remains resilient over time, it is essential that information is entered using consistent naming conventions. Standardised naming reduces ambiguity, improves data quality, supports efficient retrieval of records, and enables accurate filtering, reporting, and oversight across studies, locations, and functions. Consistency also minimises duplicates and incorrectly classified records, reduces administrative burden, and helps ensure everyone is working from the same information. The following naming conventions have therefore been established to promote clarity, consistency, and effective system governance.

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Files

[Date in format YYYY-MM-DD] [File name/type] [version]

e.g. 2026-08-12 Protocol v1

Dates should be numeric rather than alphanumeric, to ensure files within each folder are organised chronologically. It is recommended that the format “(x of y)” is adopted where there are several documents with the same title (e.g. where there are several emails with the same date).

Staff names

[First name] [Last name]

E.g. Esme Weatherwax, Gytha Ogg, Magrat Garlick, Agnes Nitt, etc

Do not use titles or initials (e.g. Prof Esme Weatherwax, Dr E Weatherwax, Mistress Weatherwax, Dr E L W-wax).

Logs and templates

[Lead department name] [log type] [version/date]

e.g. Oncology delegation log v1

Roles

Only local Champions and Deputy Champions can create and manage trial specific roles.

[Department] [blinded status] [role type] [study name]

e.g. Oncology blinded research nurse SCUMBLE study

Roles should not be numbered at the start of the role name, to ensure the global template roles remain at the top of the roles list.

Blinded status

“DB” for double blind studies, where all staff at Barts Health are blinded.

“SB” for single blind studies (any study where different team members at Barts Health may be blinded or unblinded)

“OL” (open label) for all studies with no blinding.

Binders

Only local Champions and Deputy Champions can create binders.

[Lead department name] [IRAS number] [blinded status] [study name]

e.g. Oncology 358442 OL SCUMBLE study

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