**MACAFI Study Checklist**

1. Register study as a national audit at your hospital site - you may need a Caldicott Guardian letter of approval before commencing your local audit (see example Caldicott Guardian application)
2. If you are a medical student or foundation doctor or other pre-radiology trainee, please get in touch with your local radiology department to get this registered.
3. Inform the UNITE collaborative (**Email**) who is in your team – one site lead and up to 4 collaborators per hospital site
4. Use the MACAFI Workbook to collect data
5. Once local data has been collected – please store a copy for your own hospital site and save a separate anonymised version (removing all patient IDs, dates etc) – the anonymised version is what you should send back to the UNITE Team (**Email**)
6. Sit back, pat yourself on the back and await the MACAFI results! Thank you for working with us on this exciting new initiative