

## A checklist for HTA reports

This summary form is intended as an aid in recording of the extent to which a health technology assessment (HTA) report meets the 15 questions given in the checklist. To be completed and sent to the INAHTA Secretariat by email ([secretariat@inahta.org](mailto:secretariat@inahta.org)).

It is NOT intended as a scorecard to rate the standard of HTA reports – reports may be valid and useful without meeting all the criteria that have been listed.

An introduction, background, objective, context of material in the HTA checklist, etc is available at [www.inahta.org/HTA/Checklist](http://www.inahta.org/HTA/Checklist).

|   |  |
|---|--|
| Reference of report                     |  |
| Organization (acronym)                  |  |
| Name of person completing the checklist |  |
| Email                                   |  |

| Item   | Yes   | Partly  | No   |
|--|---|---|--|
| <b>Preliminary</b>   |   |   |  |
| 1. Appropriate contact details for further information?  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |
| 2. Authors identified?   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |
| 3. Statement regarding conflict of interest?   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |
| 4. Statement on whether report externally reviewed?  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |
| 5. Short summary in non-technical language?  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |
| <b>Why?</b>  |   |   |  |
| 6. Reference to the policy question that is addressed?   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |
| 7. Reference to the research question that is addressed?   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |
| 8. Scope of the assessment specified?  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |
| 9. Description of the assessed health technology?  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |
| <b>How?</b>  |   |   |  |
| 10. Details on sources of information and literature search strategies provided?                 |   |   |  |
| Search strategy<br><input type="checkbox"/>  | Databases<br><input type="checkbox"/>   | Year range<br><input type="checkbox"/>                          | Language restriction<br><input type="checkbox"/>   |
| Primary data<br><input type="checkbox"/>   | Other kind of information resources<br><input type="checkbox"/>   |   |  |
| Complete reference list of included studies<br><input type="checkbox"/>                          | List of excluded studies<br><input type="checkbox"/>  | Inclusion criteria<br><input type="checkbox"/>                  | Exclusion criteria<br><input type="checkbox"/>   |
| 11. Information on basis for the assessment and interpretation of selected data and information? |   |   |  |
| Method of data extraction described?<br><input type="checkbox"/>                                 | Critical appraisal method (for quality assessment of the literature) described?<br><input type="checkbox"/> | Method of data synthesis described?<br><input type="checkbox"/> | Results of the assessment clearly presented, eg, in the form of evidence tables?<br><input type="checkbox"/> |
| <b>Context?</b>  |   |   |  |
| 12. Information on context ( <i>may or may not apply to each HTA</i> ).                          |   |   |  |
| (Medico-) legal implications considered?<br><input type="checkbox"/>                             | Economic analysis provided?<br><input type="checkbox"/>   | Ethical implications considered?<br><input type="checkbox"/>    | Social implications considered?<br><input type="checkbox"/>  |
| Other perspectives (stakeholders, patients, consumers) considered?<br><input type="checkbox"/>   |   |   |  |
| <b>What then?</b>  |   |   |  |
| 13. Findings of the assessment discussed?  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |
| 14. Conclusions from assessment clearly stated?  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |
| 15. Suggestions for further action?  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |