

## 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 <input type="checkbox"/>	Databases <input type="checkbox"/>	Year range <input type="checkbox"/>	Language restriction <input type="checkbox"/>
Primary data <input type="checkbox"/>	Other kind of information resources <input type="checkbox"/>		
Complete reference list of included studies <input type="checkbox"/>	List of excluded studies <input type="checkbox"/>	Inclusion criteria <input type="checkbox"/>	Exclusion criteria <input type="checkbox"/>
11. Information on basis for the assessment and interpretation of selected data and information?			
Method of data extraction described? <input type="checkbox"/>	Critical appraisal method (for quality assessment of the literature) described? <input type="checkbox"/>	Method of data synthesis described? <input type="checkbox"/>	Results of the assessment clearly presented, eg, in the form of evidence tables? <input type="checkbox"/>
<b>Context?</b>			
12. Information on context ( <i>may or may not apply to each HTA</i> ).			
(Medico-) legal implications considered? <input type="checkbox"/>	Economic analysis provided? <input type="checkbox"/>	Ethical implications considered? <input type="checkbox"/>	Social implications considered? <input type="checkbox"/>
Other perspectives (stakeholders, patients, consumers) considered? <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"/>