

Date of consultation:

Patient's ID number:

Patient's group allocation: control / intervention (circle as appropriate)


AD HOC Trial: Consultation checklist for HCPs

This checklist is designed to help you remember all the steps in delivering the patient consultation and as a record to be retained in the site file.

If you have any issues with the REDCap data entry, please re-watch the relevant training video or refer to the user guide in the first instance. For any technical problems or research-related enquiries, please contact the research team at ADHOC@qmul.ac.uk

Preparation	Tick box
<ul style="list-style-type: none"> Open and login to REDCap (the study database) and open the patient record for the patient you are expecting (patient details will be emailed to you by the research team). Have to hand the AD HOC tote bags and business cards. 	<input type="checkbox"/>
Welcome and introductions	
<ul style="list-style-type: none"> Welcome the patient and introduce yourself. Explain the purpose of the consultation: <ul style="list-style-type: none"> Taking part in a research study testing an online intervention for patients with troublesome asthma; Half will receive the intervention, and half will receive care as usual, so that we can compare the two groups; The intervention involves signing up to an online asthma health forum and engaging with it over the following year). 	<input type="checkbox"/>
<ul style="list-style-type: none"> ID check: ensure the patient's name and date of birth match those emailed to you by the research team. 	<input type="checkbox"/>
Consent	
<ul style="list-style-type: none"> In the REDCap database, complete the consent form with the patient, making sure to check their name matches the record you are viewing. 	<input type="checkbox"/>

<ul style="list-style-type: none"> • If the patient gives their consent for this, record their participation in the AD HOC study on their electronic clinical record: <ul style="list-style-type: none"> - Add the SNOMED code 838621000000107 – start typing ‘participant research study’ and you’ll get a pop up with this code, then a prompt to add a CPMS code. - Add the code 66207, which is specific to the ADHOC study. You will then be invited to add free text – type ‘ADHOC study, patient OK to take part’ or something similar). - The SNOMED code can be added in the consultation log or the problem list. 	<input type="checkbox"/>
<p>Baseline data collection</p>	
<ul style="list-style-type: none"> • Complete the Baseline PID and Baseline sections of the data collection on REDCap with the patient. 	<input type="checkbox"/>
<p>Randomisation</p>	
<ul style="list-style-type: none"> • Complete the automatic randomisation in REDCap to find out which group the patient is assigned to and confirm with the patient. Mark their allocation at the top of this form. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Remember to save and log out of REDCap. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • If the patient has been randomised to the control group, let them know they will NOT be receiving the intervention, and ask them NOT to join the online health forum. They will be offered the option to join after 12 months, once the study ends. Give them the single-sided business card with the AD HOC team contact details and website, in case they need to contact us. Then skip to the Conclusion section of the checklist. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • If the patient has been randomised to the intervention group, let them know they will be receiving the intervention and carry on working through the checklist (i.e., do not skip any sections). 	<input type="checkbox"/>
<p>About the asthma forum (for intervention group patients ONLY)</p>	
<ul style="list-style-type: none"> • Introduce the forum to the patient, including the following points: <ul style="list-style-type: none"> - What an online health forum is and what it’s for (including benefits); - Who runs it/sponsors it (HealthUnlocked/Asthma+Lung UK charity); - Advice on the forum is genuine and safe (the forum has been established for 10 years and is moderated by respiratory nurses. Any issues/problems can be reported to the moderators); - The forum is an additional support, it does not replace healthcare/medical advice; 	<input type="checkbox"/>

<ul style="list-style-type: none"> - The forum can be used 'ad hoc' – when needed, as much or as little as they want. They can just read posts or participate more actively (posting, responding to other people's questions, etc). - If they have given consent, their posts and activity on the forum will be seen by the researchers for this study, apart from private one-to-one messages to other forum users, which cannot be seen by anyone else – including the researchers; - Their email address is only used to login and can be seen by the researchers; other users on the forum only see their username (personal data is kept private). 	
<p>Signing up to the forum (for intervention group patients ONLY)</p>	
<ul style="list-style-type: none"> • Ask the patient to scan this QR code so that they can sign up to the form using their mobile/personal electronic device. You may need to show them how to use a QR code: <div data-bbox="145 882 384 1115" style="text-align: center;">  </div> <ul style="list-style-type: none"> • If they cannot scan the QR code, ask them to type this URL into their browser: https://surveys.healthunlocked.com/s/HU-ADHOC/ • If the patient does not have their own electronic device, then open the URL on your browser and sign them up: https://surveys.healthunlocked.com/s/HU-ADHOC/ 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Write their login details on the double-sided business card, explaining that they can change them afterwards. Explain that on the side with the login details is the link to the online asthma forum website, and on the other side are the AD HOC team contact details and study website. This is for the patient as an easy reminder to keep to hand. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Take the patient through a brief 'tour' of the forum, showing them how to navigate the website and the different buttons/options available. 	<input type="checkbox"/>
<p>Conclusion</p>	
<ul style="list-style-type: none"> • Give the patient a study tote bag, remind them that they will receive a £10 gift card by email, and remind them that the study follow up is for 12 months. They will get regular 3-monthly phone calls from the study team if they gave consent for this, otherwise they will just receive an online survey to complete after 12 months. They will also receive a £5 gift card by email for completing the follow-up survey. 	<input type="checkbox"/>

Withdrawal (only tick if relevant)	
<ul style="list-style-type: none"> If the patient decides to withdraw from the study during the consultation, give them a study tote bag and a single-sided business card, and let them know that they will still receive a £10 gift card by email. Reassure them that withdrawing will have no impact on their future care. 	<input type="checkbox"/>
<ul style="list-style-type: none"> If you recorded their participation using the SNOMED code, you will also need to record their withdrawal on their electronic clinical record: <ul style="list-style-type: none"> Add the SNOMED code 871401000000109 (start typing 'withdrawn from research study' and you'll get a pop up with this code. Add the CPMS code 66207, you will then be invited to add free text – type 'ADHOC study - patient withdrawn' or something similar). This code should be added in the same location you added the original code to record that they were taking part. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Inform the research team, as well as relevant staff at your GP surgery. 	<input type="checkbox"/>
Filing	
<ul style="list-style-type: none"> File this checklist in the AD HOC Site File. 	<input type="checkbox"/>

Name of HCP completing form:

Signature: Date: