

**Date of consultation:** .....

**Patient's ID number:** .....

### **ADHOC Feasibility Study Intervention: Intervention checklist**

For clinicians delivering the ADHOC Intervention: Please use this checklist and make sure that you go through all items with each patient. Thank you!

For any technical problems or research-related enquiries, please contact the research team at [ADHOC@qmul.ac.uk](mailto:ADHOC@qmul.ac.uk)

<b>Items (organised in different sections)</b>	<b>Tick box</b>
<b><i>Preparation</i></b>	
<ul style="list-style-type: none"> <li>• 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; refer to the online training video and/or REDCap user guide for details on logging in).</li> <li>• Open the webpage for onboarding the patient to the asthma forum <a href="https://surveys.healthunlocked.com/s/HU-ADHOC/">https://surveys.healthunlocked.com/s/HU-ADHOC/</a></li> </ul>	<input type="checkbox"/>
<b><i>Welcome and introductions</i></b>	
<ul style="list-style-type: none"> <li>• Welcome the patient and introduce yourself. Explain the purpose of the consultation, as per the training video (i.e., taking part in a research study, promoting peer support, where you will be signed up to an online forum for asthma).</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• ID check: ensure that patient's name and date of birth match those emailed to you by the research team.</li> </ul>	<input type="checkbox"/>
<b><i>About the asthma forum</i></b>	
<p>Introduce the forum to the patient as per the training video, including the following points:</p> <ul style="list-style-type: none"> <li>• What an online health forum is and what it's for (including benefits)</li> <li>• Who runs it/sponsors it (HealthUnlocked/Asthma+Lung UK charity)</li> <li>• The forum is well-established (10 years) and well-moderated by respiratory nurses, hence advice is genuine and safe</li> <li>• The forum is an additional support, does not replace healthcare, and can be used 'ad hoc' (e.g., when feeling uncertain and wanting to speak to somebody)</li> <li>• They can use the forum as often as they want and can just read (not necessary to post)</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• They can send private one-to-one messages to other forum users, which cannot be seen by anyone else – including the researchers</li> <li>• 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)</li> </ul>	
<b>Consent</b>	
<ul style="list-style-type: none"> <li>• In the REDCap database, complete the consent form with the patient, making sure to check that their name matches that on the record you are viewing (review the training video/REDCap user guide on how to complete the form if you are having any issues)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Record the patient's participation in the ADHOC study on their electronic clinical record. Add the SNOMED code 838621000000107 (start typing '<b>participant research study</b>' and you'll get a pop up with this code, then a prompt to add a CPMS code. Add the code <b>53927</b>, which is specific to the ADHOC study. You will then be invited to add free text – type '<b>ADHOC study, patient OK to take part</b>' or something similar). The SNOMED code can be added in the consultation log or the problem list.</li> </ul>	<input type="checkbox"/>
<b>Baseline data collection</b>	
<ul style="list-style-type: none"> <li>• Complete the rest of the data collection forms on REDCap with the patient (review the training video/REDCap user guide on how to complete the form if you are having any issues). Remember to save and log out of the database when all forms have been completed</li> </ul>	<input type="checkbox"/>
<b>Signing up to the forum</b>	
<ul style="list-style-type: none"> <li>• Go to the forum sign-up page and sign the patient up (refer to the online training video on how to sign the patient up)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Write their log in details on the leaflet, explaining that they can change them afterwards</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Place the leaflet in the AD HOC tote bag and hand it to the patient</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Take the patient through a little 'tour' of the OHC, showing them how to navigate the portal and the different buttons/options available (show screen to the patient)</li> </ul>	<input type="checkbox"/>
<b>Conclusion</b>	
<ul style="list-style-type: none"> <li>• Hand the gift card to the patient, inform them that this concludes the consultation and say goodbye. Remember to file this completed checklist in the site file.</li> </ul>	<input type="checkbox"/>
<b>Withdrawal (only tick if relevant)</b>	
<ul style="list-style-type: none"> <li>• If the patient decides to withdraw from the study during the consultation, hand them the tote bag and gift card, but not the leaflet about the forum.</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>Record the patient’s withdrawal from the ADHOC study on their electronic clinical record. Add the SNOMED code 871401000000109 (start typing ‘<b>withdrawn from research study</b>’ and you’ll get a pop up with this code. Add the CPMS code <b>53927</b>, you will then be invited to add free text – type ‘<b>ADHOC study - patient withdrawn</b>’ or something similar). This code should be added in the same location you added the original code to record that they were taking part.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Inform the research team, as well as relevant staff at your GP surgery.</li> </ul>	<input type="checkbox"/>
<p><b>Filing</b></p>	
<ul style="list-style-type: none"> <li>File this checklist in the ADHOC Site File.</li> </ul>	<input type="checkbox"/>

Name of HCP completing form: .....

Signature: ..... Date: .....