



HOW TO BE A TOP CLASS RECRUITER

Here are the top ten tips for impeccable recruitment and for avoiding the most common OSAC protocol deviations:

1. **Do** ask your patient to take the first dose of their trial tablets on the same day as recruitment.
2. **Do** check your patient understands all that is involved in the follow-up: the symptom diary and the weekly phone calls. **Happy patients provide better quality outcome data!**
3. **Do** check that the patient is going to be available in the UK for the 4 weeks of follow-up.

4. **Don't** recruit a patient to whom you plan to give a same-day antibiotic script.
5. **Do** explain to the patient how to complete the first week of the symptom diary, and tell them that the Trial Research Nurse will explain the rest.
6. **Don't** tell your patient to send the diary back after one week.
7. **Do** fax the patient's consent form, and the first sheet of the pink CRF3 form, to the Bristol trial centre by the end of the same working day as recruitment.
8. **Do** keep your accountability log up to date, each time you receive and/or issue a patient pack.
9. **Don't** unseal any patient pack until you have (i) the trial prescription signed by a GP, and (ii) the completed consent form.
10. **Do** keep your patient packs in the location agreed in the risk assessment, and
11. **Do** monitor the storage temperature. OK, that's 11: it's always nice to get a little extra free.

OSAC Trial Auditing



Self-Audits

Once you have recruited your fourth patient we would like to take the opportunity to see how you have been getting on with the trial procedures, especially the correct completion of the trial forms and data entry.

This can be done either by members of the OSAC research team or by one of your practice team. There are two types depending on your method of data capture— directly online or on paper. Further details of this will be sent out to you when you reach your fourth patient milestone.

Central Auditing

In addition to the self-audits that sites have been doing after 4 patients, we would like to visit some practices to provide the sponsor with assurance that OSAC is being conducted to MHRA and GCP standards. You will not need to do any additional work to prepare for these visits and you do not need to be present while we do the audit. If you could give us access to your site file, recruitment paperwork and a desk for 2 hours, that will be great.

"OI! WHUR'S ME LOLLY?"

The Bristol trial team is liaising with all CLRNs supporting the OSAC trial to ensure that all recruitment by participating GP practices is reimbursed according to the agreed SSCs.

We will write to you to confirm when recruits have been reimbursed, or (if you invoice the CLRN) to send you the details you will need to give them so that they can pay you.

In the meantime, if you would like to have an update on payments to your practice that are either made or due, please ask harriet.downing@bristol.ac.uk.



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