

Qualitative Recruitment Study



Procedure note:

- **Audio-recording Consultations**
- **Patient Interviews**

Introduction

Recruiting to clinical trials such as OPTIMA can be challenging. The Qualitative Recruitment Study (QRS) team can provide support on this front. We do this by investigating recruitment difficulties that arise in OPTIMA and offering tips, individual and group feedback and training to help overcome difficulties.

The quality of any training or feedback offered is very dependent on the data and evidence available to us. You can help by audio-recording consultations with patients (where OPTIMA is described), asking patients that decline to join OPTIMA if they would be consider taking part in an interview, and taking part yourself in a short telephone (or face to face) interview with the QRS researchers. All information from consultations and interviews, including staff and patient names, will be anonymised.

This procedure note provides all the information you need to:

- obtain and register informed consent from patients for the audio-recordings
- make audio-recordings and transfer them to the QRS research team
- obtain consent from patients to pass on contact details so that QRS researchers can make contact about a possible patient interview

The Qualitative Recruitment Study is being run by researchers from the QuinteT team at the University of Bristol (UoB). In the first instance, please contact Carmel Conefrey if you have any questions.

Research Team

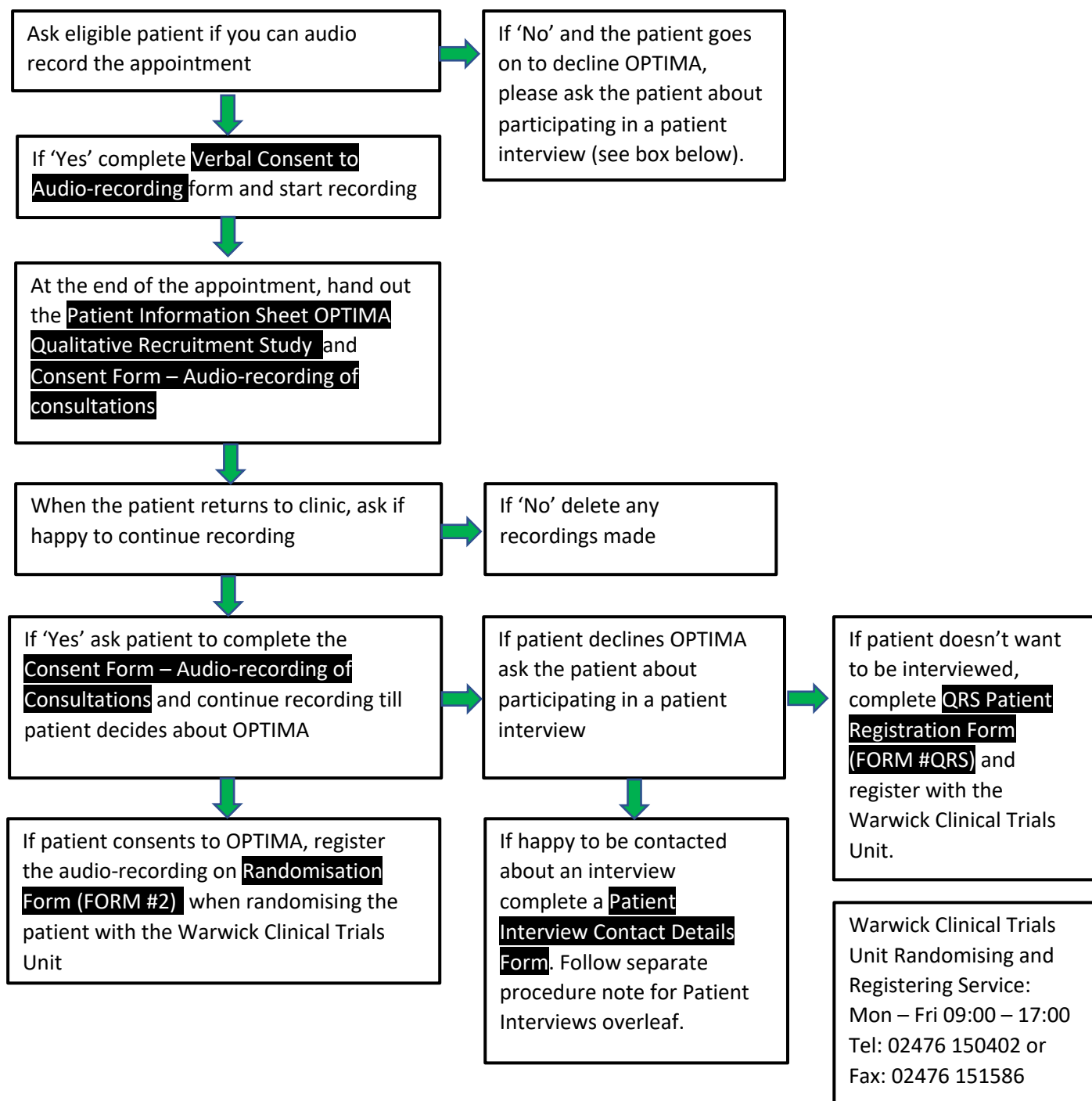
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(Lead contact)
0117 9287296

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Nicola Farrar
(Patient Interviews)
0117 331 3307

carmel.conefrey@bristol.ac.uk Leila.Rooshenas@bristol.ac.uk nicola.farrar@bristol.ac.uk

Process for Audio-recording Consultations where OPTIMA is discussed with patients.



Any queries or for more information about audio-recording consultations please contact Carmel Conefrey
carmel.conefrey@bristol.ac.uk 01179287296

Accrual Points and the QRS

A site can gain a 1 accrual point per patient. This can be obtained from **one** of the following:

- Consenting a patient to OPTIMA
- Consenting a patient to OPTIMA and audio-recording the appointment
- Making an audio-recording and/or registering and passing on contact details for a potential interview for a patient that declines to join OPTIMA

OPTIMA Patient Interviews: procedure for approaching and registering patients declining OPTIMA

The OPTIMA qualitative team are keen to interview patients that have chosen **not** to enter OPTIMA in order to explore patient decision making. Learning about the patient perspective will significantly contribute to our goal of supporting recruitment and informed consent. We are particularly keen to interview patients who *have had their recruitment consultation audio-recorded*.



When the patient declines to take part in OPTIMA ask if they would consider taking part in an interview about how they made their decision. Reiterate to patients that this is not intended to change their mind about participating in OPTIMA.



If the patient is happy to find out more about an interview and have their contact details passed on to a researcher, please complete the **QRS Patient Interview Contact Details Form** with the patient.



Complete **QRS Patient Registration Form (Form #QRS1)** and register the patient with Warwick Clinical Trials Unit (Mon-Fri 09:00-17:00 via telephone 02476 150402 or fax form #QRS1 to 02476 151586.



Upon registering the patient you will receive their "QRS Registration number". Please add this registration number to the Form #QRS1 and the patient interview contact details form. *(If you fax the form, WCTU will contact you to confirm the registration number of the patient.)*



Call Nicola Farrar on 0117 331 3307 or Carmel Conefrey on 0117 928 7296 to give the patient's contact details *(please do not email patient's contact details)*



Send the original version of #QRS1 to Warwick Trials Unit and keep a copy in your local site file/patients' notes (wherever you normally store CRFs). Store the patient interview contact details form with the patient's notes

Any queries or for more information about the interviews, please contact Nicola Farrar (nicola.farrar@bristol.ac.uk) or Carmel Conefrey (carmel.conefrey@bristol.ac.uk)

The researcher conducting the interview will consent the patient for an interview

★ Registering and passing on contact details for a potential interview counts for one accrual point ★

QRS Documents and Forms

QRS Document	What to do with the document
Verbal Consent to Audio-recording	<i>Recruiting clinician/research nurse to:</i> a) complete and: b) place a copy in local Optima site file c) add a copy to hospital notes
Patient Information Sheet OPTIMA Qualitative Recruitment Study	<i>Recruiting clinician/research nurse to:</i> a) give to potential OPTIMA patient
Consent Form – Audio-recording of consultations	<i>Patient to complete and recruiting clinician/research nurse to:</i> a) place original in OPTIMA Site File b) give a copy to the patient c) add a copy to hospital notes
Patient Interview Contact Details Form	<i>Research nurse to complete with patient and:</i> a) phone through patient’s contact no. to Nicola Farrar or Carmel Conefrey (phone no. on front cover) b) place original in OPTIMA Site File c) give a copy to the patient d) add a copy to hospital notes
QRS Patient Registration Form (Form #QRS)	<i>Research nurse to:</i> a) Complete and register the patient with Warwick Clinical Trials Unit (Mon-Fri 09:00-17:00 via telephone 02476 150402 or fax form #QRS1 to 02476 151586.

OLYMPUS DS-3500 Audio-recorder – Quick Guide

- a) **TO TURN ON:** Turn on the recorder using the **Power/Hold** switch on the back of the device (slide and hold until the Olympus logo appears on screen). Enter password provided by Carmel Conefrey.

- b) **TO RECORD:** Press the red **REC** button on the right-hand side of the device. A red LED light indicator should appear on the front upper left-hand corner of device to indicate that recording is in process.

- **AT THE BEGINNING OF AN APPOINTMENT PLEASE DICTATE:**
 - Date of recording
 - Patient's Optima Screening Log ID
 - Staff Optima Study ID
 - Location of recording (eg. Breast Clinic at Barnet Hospital)
 - Who is accompanying the participant? (alone, partner, sibling, friend, etc.)

- c) **TO PAUSE:** Press the red **REC** button again

- d) **TO RESUME RECORDING:** Press the red **REC** button again

- e) **TO STOP:** Press the **STOP** button in right-hand side of the device.

- f) **TO TURN OFF:** use the **Power/Hold** switch on the back of the device (slide and hold until the Olympus logo leaves the screen). The recordings will be automatically saved.

Optima Qualitative Research Investigation

Digital Audio-recording and Data Transfer

– Full Instructions: OLYMPUS DS-3500

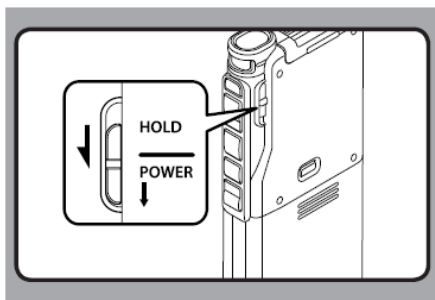
Your audio-recorder is set up and ready to use immediately.

Our intention is to make the audio-recording process as easy as possible. Should you have any queries, please do not hesitate to contact carmel.conefrey@bristol.ac.uk and 0117 3314564 and 01179287296.

GETTING STARTED

Turning on the power

While the recorder is turned off, slide the **POWER/HOLD** switch to the direction of the arrow.



- The power will be turned on.

To turn on:

Using the **Power/Hold** switch on the back of the device, slide and hold until the Olympus logo appears on screen.

Enter the numerical password onto the device (the password will be provided by Carmel Conefrey)

MAKING RECORDINGS:

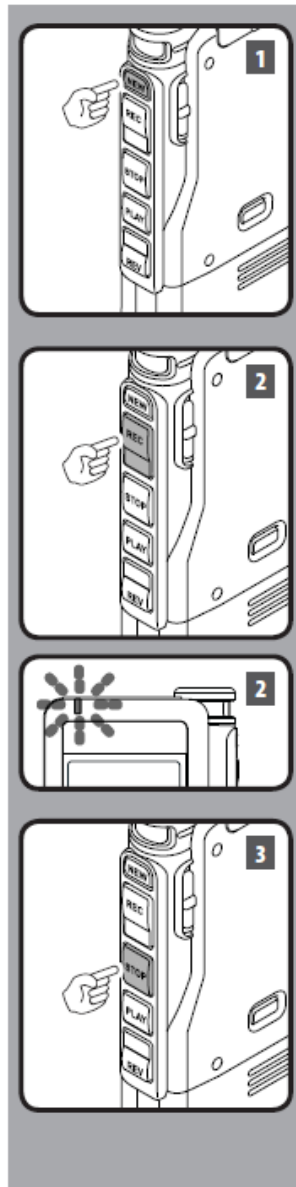
Once consent has been obtained, record each and every consultation using the audio-recorder provided.

Turn the recorder on, and at the start of the consultation please state:

- Date of recording
- Patient's Screening Log ID
- Staff ID(s)
- Location of recording (e.g. name of hospital/GP practice)
- Who is accompanying the patient (e.g. mother, daughter, friend, partner, e.t.c). (if you forget, please provide these details at the end of the consultation)

To ensure anonymity, please avoid identifying anyone by name in the consultation.

Press the red **REC** button on the side of the device. A RED LED light indicator should appear on the front upper left-hand corner of device to indicate that recording is in process.

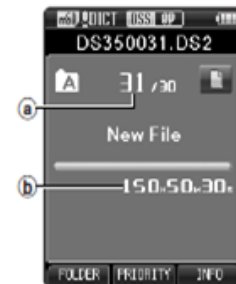


New recording

Create a new file to record in.

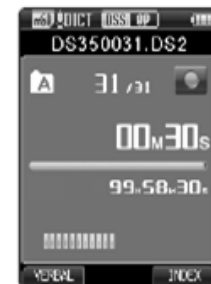
1 Press the **NEW** button to create a new file.

- It is possible to select the Work Type from the work type list uploaded using the ODMS software (see P.43).
- a** New file number
- b** Remaining recording time



2 Press the **REC** button to start recording.

- The record indicator light turns on. Turn the microphone in the direction of the source to be recorded.



3 Press the **STOP** button to stop recording.

- If you want to append additional recordings to the same file, press the **REC** button again (This function will not be available if an MP3 file has been selected).



TO PAUSE: Press the red **REC** button again

TO RESUME RECORDING: Press the red **REC** button again

Please make a new recording for each patient. So ensure you press **STOP** at the end of the appointment and then press **NEW** for the next recording.

Please ensure the recording device is only used for the purposes of the Optima study, and that it is stored in a secure location when not in use.

TRANSFERRING RECORDINGS TO BRISTOL UNIVERSITY

All audio files should stay on the recorder and copies should not be created on local PCs. The files will be transferred by posting the audio-recorder to the QRS researcher at regular intervals. The QRS researcher will download the files and return the recorder.

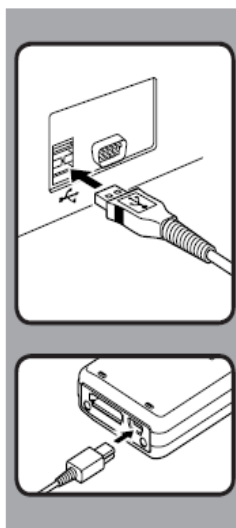
When returning the audio recorder, please enclose a completed OPTIMA Audio Recording Log and send by Special Delivery to:

Dr. Carmel Conefrey
OPTIMA Study
Research Associate for Quintet Programme
Population Health Sciences
Bristol Medical School
University of Bristol
Canyng Hall
39 Whatley Rd
Bristol
BS8 2PS

KEEPING YOUR AUDIO-RECORDER CHARGED AND READY TO USE

The recording device should be fully charged when you receive it.

To check the charge, look at the battery icon on the top left hand side. 3 bars indicate the battery is fully charged. If the battery is not fully charged, connect the USB port to the computer



Connecting to your PC using the USB cable

- 1 Boot the PC.
- 2 Connect the USB cable to the USB port of the PC.
- 3 Connect the USB cable to the connecting terminal on the bottom of the recorder.

- [Remote (Composite)] is displayed on the recorder if the USB cable is connected.

After connecting the recorder to your PC, it will be powered through the USB cable.
When connected to a PC, the SD card and the microSD card will be recognized by the PC as separate removable disk drives.

Please **recharge** the recorder after each day of recording.

It will take approximately 2 ½ hours to fully recharge.

Contact carmel.conefrey@bristol.ac.uk and 0117 3314564 or 0117928729 for all queries.