

## Recruitment update



**Over 3,000  
family members  
now recruited**



**Your hard work and  
dedication is  
greatly appreciated!**



**CONGRATULATIONS to...**



**Royal Devon and Exeter Hospital  
1000th**



**Royal Gwent Hospital  
2000th**



**Northampton General Hospital  
3000th**



**for recruiting these milestone  
family members!**



**Sites will receive a prize for every 1000th  
family member recruited**

## Hints and tips

We have compiled a 'Hints and tips' sheet listing all the great ideas provided by units at the monthly teleconferences. We hope that unit teams will find this helpful. This can be downloaded from the ICNARC website ([www.icnarc.org](http://www.icnarc.org)) via the FREE Study page. You will need to be logged in to access the document.

### Our favourite top tips...



Print the Activity Logs on coloured paper (the brighter the better!) to ensure these stand out and are not forgotten by busy clinical staff.



A celebration of local milestones - perhaps a tea party to celebrate 100 family members recruited. This will help raise awareness of the FREE Study.



A leader board of top recruiters - to encourage some friendly competition.



Keep four Participant Information Sheets with the Activity Log so these can be handed to the family members as they are identified.



Provide pocket cards (summary of inclusion and exclusion criteria) to new staff - please let us know if you need more.

We are always looking for more great ideas so let the wider FREE Study Team know about what is working at your site via the new email forum or at the monthly teleconferences.

## CMP data submission

A reminder that Case Mix Programme (CMP) data for the July to September 2013 period are now due to be submitted and should be received by the ICNARC CMP Team no later than mid-November 2013.

We will use CMP data, data from the web portal and Screening Logs to review estimated recruitment figures.

Please let us know if you have any questions.



## Date for your diary

**The next teleconference will be held on**

**Wednesday 30 October 2013, 12:30 - 13:30**

The teleconference is open to everyone. It is a chance to ask questions and to discuss current issues and ideas with the wider FREE Study Team.

A big thanks to all those who have attended, there have been some interesting discussions and useful ideas shared.

If you are unable to attend a teleconference, keep your eyes peeled for the Teleconference Notes.



# FREE Team Interview

**Name:**

Chris Smalley

**FREE Study role:**

Principal Investigator

**Hospital:**

Arrowe Park Hospital

**What do you enjoy most about your role?**

My role involves 25 hours of research and 12.5 hours of clinical practice. I enjoy both roles as they are both so diverse. My dual role keeps me up to date with my clinical skills in what seems a constantly changing environment. I have always been involved in research in my practice area.

**How do you ensure awareness is maintained for FREE at your site?**

For the FREE Study I have a keen team who are very motivated to screen and recruit.

I send out a newsletter to the unit FREE Study team monthly advising them on the recruitment rate for that month compared to other months and general news or updates about the study.

At the end of every bed there is a FREE Study Activity Log and I ask the nurses looking after the patient to complete the log - this seems to be the hardest part of the study. The Activity Logs went missing at the start of the study, but with more awareness of FREE, they now go with the patients paperwork and end up coming back to me.

I have the full backing of my ward manager which helps motivation!

**What is the best piece of advice you have for other sites working on the FREE Study?**

Continue to encourage members of your team to keep consenting, they are all very busy during shifts but they all talk to families. Mention the FREE Study to family members in conversation and they are usually happy to have a say.

**Thank you Chris!**



# Translations now available

**Participant Information Sheet (PIS)**

Currently the following languages are available:

- Arabic
- Bengali
- Chinese (Cantonese)
- Punjabi
- Romanian
- Spanish
- Tamil
- Urdu
- Welsh





Please email [free@icnarc.org](mailto:free@icnarc.org) if you require any of these documents. If there are other languages which may be useful, please contact us to discuss.

We will keep an updated list on the FREE Study page on the ICNARC website ([www.icnarc.org](http://www.icnarc.org)) as more languages become available.

## Important reminders

**Screening Logs**

Please ensure that the Consent Status for all family members is recorded accurately. This is important both for reporting and for re-estimating recruitment figures. For example:

-  If a family member visits before 24 hours and does not visit again prior to discharge from the critical care unit, this would be recorded as a 'No show'.
-  If it is not clear from the Activity Log whether family members were 'Missed' or did not visit please leave the Consent Status fields blank and note this in the 'Comments' section.

Monthly Screening Logs should be fully complete before sending to ICNARC. If CMP admission numbers are missing we are unable to upload the data.

**Withdrawals**

If a family member who has consented is subsequently withdrawn due to ineligibility, then please ensure:

- all contact details are deleted from the web portal;
- the consent date is deleted and 'Withdrawn'
- selected for the Consent Status; and
- the ID number and a brief explanation is emailed to [free@icnarc.org](mailto:free@icnarc.org)

## Contact us

**The FREE Study Team**

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