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## Summary of resources

This document contains a summary of resources available to sites taking part in T4P and tips on how to use each resource.

The majority of resources are available to download on the T4P webpage at: <https://www.icnarc.org/research-studies/t4p/for-sites/> (QR code above) or available on request from [T4P@icnarc.org](mailto:T4P@icnarc.org)

Resource	How to use	Where to find
<b>Training:</b>		
Site Initiation Visit training slides/recording	<p>The SIV slides are on our website and are suitable for those who require <b>full</b> trial training (i.e., those undertaking tasks that require delegation by the PI – consent, data entry, etc.). The SIV slides can be used for:</p> <ul style="list-style-type: none"><li>• Self-directed training (along with a recording of the SIV which is also available on the website to watch)</li><li>• A delegated team member can train you using the SIV slides (and/or SIV recording)</li><li>• Or you are welcome to contact us for a 1-2-1 SIV session over MS Teams.</li></ul> <p>Once you have received full trial training, please sign the delegation log and training log, and send this to <a href="mailto:T4P@icnarc.org">T4P@icnarc.org</a>.</p> <p>Current SIV slides and a recording can be found on our website.</p>	<a href="#">SIV Slides</a>
Training Checklists	Handy checklists to highlight T4P training at the start of induction packs for clinical staff, and for research staff.	<a href="#">Training checklist for clinical staff V1.1</a>  <a href="#">Training checklist for research staff V1.1</a>
Training Package	An interactive online resource which can be used as an alternative to the Eligibility & Randomisation slides. Completion will allow the staff member to receive a certificate and get signed off on the Training Log.	<a href="#">Training Package</a>

Eligibility & Randomisation training slides	<p>A condensed version of the slides, for those who <b>only</b> require trial training in eligibility and randomisation. These can be used for:</p> <ul style="list-style-type: none"> <li>• Self-directed training</li> <li>• training with a trained team member</li> <li>• Alternatively, please contact us for 1-2-1 training.</li> </ul> <p>Please note staff members who only wish to be able to assess eligibility and undertake randomisation need to be signed off on the training log, but do not need to be GCP trained or be on the delegation log,</p>	<a href="#">Eligibility and Randomisation Training Slides</a>
Eligibility and Randomisation Step by Step Guide	An interactive online resource to work through condensed steps on Eligibility and Randomisation as an alternative to the slides. Completion will allow the staff member to receive a certificate and get signed off on the Training Log to randomise patients.	<a href="#">Eligibility &amp; Randomisation Step by Step Guide</a>
Bedside Summary Sheet for Teaching	A one-page summary sheet to support 5-minute 'at the bedside' teaching sessions, to make the bedside staff 'study aware' so they can flag potential patients to the research team/trial trained clinical staff explain T4P to bedside staff.	<a href="#">Bedside Teaching Summary</a>
Associate PI Scheme	<p>T4P sites with an Associate PI say having someone engaged in promoting the study and training clinical staff has been very helpful.</p> <p>The T4P Study is adopted onto the Associate PI Scheme so please register on the NIHR website if you are a doctor (any level), ACCP, transfusion practitioner, or allied health professional not currently working full time in research who would like to become more involved. Please do let us know once you have registered.</p>	<a href="#">NIHR Registration</a>
<b><u>Engagement &amp; Awareness:</u></b>		
T4P stickers with QR code	Sites have found it is useful to stick these on CVC packs and lines trolleys to act as a last-minute reminder for staff to consider T4P and the QR code takes you to a page on eligibility and randomisation.	<a href="#">T4P Stickers with QR Code</a>
Threshold Stickers	These can be used to stick on medical notes each day so that all staff are aware that the patient is enrolled into T4P and what treatment threshold they have been allocated.	<a href="#">Threshold Stickers</a>
Staff posters with QR code	This can be displayed for staff around ED and ITU to increase awareness of the study and ensure clinical staff contact the research team if they think they have an eligible patient.	<a href="#">T4P Site Poster V1.1</a>

Co-interventions Notice	This poster can be displayed for staff around ITU and Transfusion Labs to indicate where platelets can be administered according to local guidance outside of low bleeding risk invasive procedures.	<a href="#">T4P Co-interventions Notice V1.1</a>
Procedure Poster	This can be displayed for staff around ITU as a reminder of which procedures can be included in T4P. Any patients having one of these procedures can be flagged and randomised.	<a href="#">T4P Procedure Poster V1.1</a>
Pocket Cards	These are A5 double-sided laminated cards with the eligibility criteria, localised research team details, and a QR code to learn more about the study. These can be used by staff on the unit as a quick reminder about T4P when monitoring patients.	<a href="#">Pocket Cards V1.1</a>
Certificates of Training, Support and Randomisation	Certificates can be downloaded using the below links and can be given to staff for their portfolios and to encourage engagement. Some sites have found it useful to create local competition using league tables of staff who have randomised the most...!	<a href="#">Certificate of Support</a> <a href="#">Certificate of Randomisation</a> <a href="#">Certificate of Training</a>
Bedside threshold signs	These are colour coded, laminated signs indicating which treatment threshold a patient has been randomly allocated. The signs should be put by the bedside to remind all staff that the patient is enrolled in T4P and if the platelet count is <b>below</b> the threshold, then they <b>should</b> receive platelets before a low bleeding risk procedure and if the platelet count is <b>above</b> the threshold how then they <b>should not</b> .	<a href="#">Bedside Threshold Notices v1.1</a>
T4P pens and post-it notes	These will be sent out by the T4P team at ICNARC as part of the greenlight resource pack when you open to recruitment, however more are available on request. They can be used as prizes for recruitment, or just to raise awareness of the study around the unit.	Email <a href="mailto:T4P@icnarc.org">T4P@icnarc.org</a>
Working Files ('grab-packs')	These are optional for use but contain suggested materials for sites to create screening and randomisation files or 'grab-packs' for clinical staff undertaking these duties. The materials can be adapted for local use.	<a href="#">T4P Working File</a>
Screening Tool	This is an optional A4 sheet which some sites have found useful to use as one sheet per patient so record changes in platelet count before they meet the criteria to be entered onto the screening log.	<a href="#">Screening Tool Template</a>
Transfusion Team Factsheet	This is an optional A4 sheet which can be used to assist the transfusion team in being aware of the trial and they may be able to flag T4P patients in the system and act as a polite reminder if platelets shouldn't have been requested as the platelet count was above the allocated threshold, or vice versa.	<a href="#">Transfusion Factsheet</a>

Research Site Poster	This can be displayed for staff around ITU highlighting the T4P study and how to get involved in research.	<a href="#">Research Site Poster V1.1</a>
<b><u>Guides:</u></b>		
Randomisation Quick Guide	This is a short guide with screenshots showing how to randomise a patient on Sealed Envelope step by step. T4P does not allow phone randomisation so this needs to be done online. Please note anyone only screening/randomising does not need to have GCP or be on the delegation log to randomise but should be on the training log to receive sealed envelope access.	<a href="#">Randomisation Guide</a>  <a href="#">Sealed Envelope Website</a>
CRF worksheets	Paper worksheets which match the CRF data requirements. This may help to visualise the data, or you may use to collect data on paper before transcribing onto the eCRF (macro). They may also help with training. Please note, these are supportive documents only. All data collection must be done electronically using macro.	<a href="#">CRF Worksheets</a>
CRF Guidance	This is a 30-page document answering how to complete every part of the eCRF on MACRO, as well as drug lists for co-interventions. There are also paper worksheets available if this helps with training and to visualise the data collection. However, please note all data collection will be done electronically. There are also training resources on MACRO available on our website if you have not used the software before.	<a href="#">Recording Slides</a>  <a href="#">CRF Guidance</a>
Common Data Queries Poster	This is a poster showing some common data queries on MACRO and how to resolve them.	<a href="#">Data FAQs Poster</a>
Consent Guide	The consent trial guide explains the 'deferred consent' model which T4P is authorised to use. There are also example scenarios, as well as guidance from the NIHR. There are also resources on our website from our deferred consent training session which we plan to run every 2/3 months.	<a href="#">Recording Slides</a>  <a href="#">Trial Consent Guide</a>
<b><u>Standard Operating Procedures (SOPs) for sites:</u></b>		<a href="#">Investigator Site File</a>
T4P Study Manual	Document containing information on all Standard Operating Procedures including; use of the ISF, delegation of trial duties, patient screening, patient randomisation, trial treatment, consent procedures, and data collection.	<a href="#">Study Manual V1.1</a>