**Research Staff Training Checklist**

Follow these steps to get fully trained as a research staff member on T4P.

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|  | Read the T4P protocol, found in section 4 of the ISF. |  |
|  | Partake in full study training. This will include covering eligibility, screening, randomisation, intervention, consent, data collection and safety monitoring. Full study training is covered by the Site Initiation Visit (SIV) slides. You can run through the SIV slides by any of the following:   * Your PI or a fully trained research team member can take you through the SIV slides for T4P * Set-up a 1-1 SIV training meeting with the trial team. This lasts 60 minutes and will be held over MS Teams. We aim for these to be interactive so you can ask questions as you go. Please request this by e-mailing [T4P@icnarc.org](mailto:T4P@icnarc.org) |  |
|  | Familiarise yourself with the following resources as relevant to your role : |  |
|  | 1. Data Collection   * Section 7 of the Study Manual, found in section 3 of the ISF. * CRF guidance, found in section 8 of the ISF. * MACRO online training video, found on our website. |  |
|  | 2. Consent   * Consent guidance, found in section 5 of the ISF. * GCP training (required) * NIHR consent course for adults lacking capacity * Optional additional consent training from ICNARC trial team.   Please request this by e-mailing [T4P@icnarc.org](mailto:T4P@icnarc.org) |  |
|  | Sign the delegation log and training log. Please note, that to take consent you must have GCP training and your GCP certificate should be filed in section 12 of the ISF. |  |
|  | Send a copy of your GCP certificate (if completed) and the signed training log and delegation log to T4P@icnarc.org. Then we will provide access to Sealed envelope and MACRO. |  |

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Our ISF can be accessed on our website using the following link or QR code 1: <https://www.icnarc.org/research-studies/t4p/for-sites/investigator-site-file/>

QR code 1

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Description automatically generatedOur Resource Summary for additional trial materials and resources

can be accessed on our website using the following link or QR code 2:

<https://www.icnarc.org/research-studies/t4p/for-sites/training/>

QR code 2