*Only staff members who are on the Delegation Log and have received trial training (recorded on the Training Log) are able to randomise patients into the trial.*

*\*Note: these staff do not require GCP training.*

*If you do not meet these requirements, please contact your local research team.*

1. **Assess patient eligibility** using the paper Randomisation Form – record information on this form prior to accessing randomisation website.
2. **CONFIRM ELIGIBILITY** with a suitable member of staff if required.

A doctor, medical practitioner or nurse can confirm eligibility, as long as they are appropriately qualified, have undergone trial training documented on the Training Log and are signed off on the Delegation Log for this task by the PI. There must still be overall oversight by a medically qualified doctor.

**If you do not meet the criteria above, confirm eligibility with a doctor who is on the Delegation Log and record their name on the Randomisation Form.**

1. **RANDOMISE**

Only patients admitted to the critical care unit that meet all of the inclusion criteria and none of the exclusion criteria at the point of randomisation are eligible for randomisation into the trial.

Once a patient is confirmed eligible, randomisation should occur as soon as possible and will be prior to the start of any trial treatment.

**Access the randomisation website**: <https://www.sealedenvelope.com/access>

Randomisation system (Sealed Envelope) generic login details if applicable:

**email address:** [XXXXX]

**password:** [XXXXX]

* Enter details as on the pre-completed Randomisation Form.
* You will then be given:
  + Treatment group to which the patient has been randomised (i.e. sodium bicarbonate or no sodium bicarbonate)
  + Date/time of randomisation
  + Patient Trial Number

1. **RECORD these details on the Randomisation Form and in the patient’s medical notes.**

Print & sign your name on the Randomisation Form. Ensure the name of the staff who confirmed eligibility is completed if that is not you.

1. **FILE** the Randomisation Form in the patient’s medical notes / give to research staff….[*adapt locally to your own process]*

**POSSIBLE RANDOMISATIONS**

* **SODIUM BICARBONATE** **(INTERVENTION)** – Give sodium bicarbonate according to trial protocol (flowchart), do not commence kidney replacement therapy (KRT).
  + Please refer to the Intervention Flowchart and keep a copy at the bedside.
* **NO SODIUM BICARBONATE (CONTROL)** – Do not give sodium bicarbonate
  + Continue with usual care, may include KRT at the discretion of the treating clinician.

1. **COMMUNICATE** the treatment allocation to bedside staff
2. Prescribe as appropriate
3. Ensure appropriate treatment
4. <Leave documents at bedside e.g. intervention flowchart, treatment allocation bedside notice, intervention/control labels in patient’s notes…adapt for your site. Some posters/signs, labels, etc are in section 6 of the ISF>