

MARCH Randomisation User Guide

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| MARCH | Version: 2.0 MARCH |
| MARCH Randomisation User Guide | Version Date:14/03/2024 |

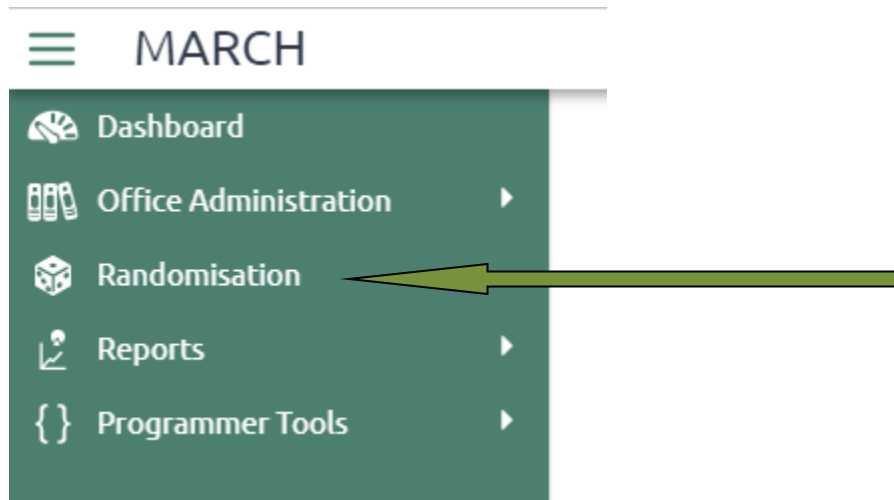
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1. Accessing the Randomisation functionality

1. Log in to the MARCH website using your user log in details.
2. Select “Randomisation” from the menu on the left. If you only see icons, you can expand the menu by clicking the 3 straight lines in the top left corner.



If the Randomise option is not visible, you do not have sufficient privileges to Randomise participants.

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2. New Randomisation

1. Enter patient details, including a valid screening number. NOTE the prefix S is applied to the screening number so only the last 6 digits need to be entered.

| New Randomisation | |
|--|----------------|
| Centre Number and Name | 99 Test Centre |
| Initials <i>Please enter initials using two letters.</i> | FF |
| Gender | Female |
| Date of Birth <i>(DD/MM/YYYY)</i> | 04/03/1990 |
| Screening Number <i>Please enter the screening number without the leading S. The screening number has six digits.</i> | 990025 |
| Has a pregnancy test been performed, and a negative result obtained and documented? <small>Not applicable should only be selected if the patient is not of child-bearing potential i.e. a biological reason precluding child-bearing potential has been documented in the notes e.g. sterilisation, hysterectomy, menopause</small> | Yes |
| Has the participant been confirmed as eligible? | Yes |
| Has informed consent been obtained? | Yes |
| Review Data | |

2. Click “Review Data”.

3. If the details are valid you will be presented with a screen which allows a final review.

| Data review | |
|---|------------------|
| Centre No | 99 Test Centre |
| Initials | FF |
| Gender | Female |
| Date of Birth | 04/03/1990 |
| Screening Number | 990025 |
| Has a pregnancy test been performed, and a negative result obtained and documented? | Yes |
| Has the participant been confirmed as eligible? | Yes |
| Has informed consent been obtained? | Yes |
| Back to data | Randomise |

4. After you have verified the enter details are correct, click “Randomise”.

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3. Successful Randomisation

| Randomisation Results | |
|-----------------------|-----------------------------------|
| Centre No | Test Centre |
| Initials | FF |
| Gender | Female |
| Date of Birth | 04/03/1990 |
| Screening Number | S990025 |
| Study Number | R99025 |
| Treatment | Usual Airway Clearance Management |

You will see the above screen after you have randomised a participant. Please note the allocated study number.

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