

MARCH Trial Telephone Randomisation Service

User Guide



Centre for Healthcare Randomised Trials

Introduction

The purpose of the MARCH Trial Randomisation Service is to allocate a treatment to participants in the MARCH Trial.

The Randomisation Service system is telephone based. As you use the system, you will be required to respond to it in one of two ways - dialling numbers on your telephone keypad, or speaking a response into the telephone handset.

To make it easier for you, the image below will clearly indicate if you will need to interact with the telephone randomisation service.

Use your telephone keypad



to enter data when prompted.

Speak into the telephone



when prompted

Randomisation Telephone No.

0800 2802 307

Your Trial ID Code

Your trial ID Code starts with 219XX. The last two digits of the TRIAL ID code (XX) are your CENTRE NUMBER.

Your CENTRE NUMBER will be provided by NICTU.

Please email march@nictu.hscni.net if you have not yet received your CENTRE NUMBER.

CHaRT Contact Details:

For any problems or queries regarding with the MARCH Randomisation System, contact CHaRT Support.

Available Monday to Friday 8am to 5pm

Telephone 01224 43 8188 or Email chart.support@abdn.ac.uk

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Tel: 0800 2802 307
Part 1 – Entering the Trial ID Code

Prompt

*Welcome to the Aberdeen Trials Service. Please enter your Trial ID Code followed by the * (star) key.*

Your response



You should respond with your 5-digit Trial ID Code
For example, **21901** - then press the * key

Your Trial ID Code is 219 XX (where XX is your two digit centre number)

Prompt

This is the MARCH trial. Your trial site is [centre name]. Press 1 to continue or 2 to modify.

Your response



Respond by pressing 1 or 2 on the telephone keypad

Part 2 – Supply Initials

Prompt

*Please speak the participant's initials after the tone using two letters only. Then press the * key*

Your response



Speak *participant's initials* into the telephone
For example, "**JS**" Then press the * key

Please speak only two initials.

Prompt (optional)

You said ... Press 1 to continue or 2 to modify.

Your response



Respond by pressing 1 or 2 on the telephone keypad

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Part 3 – Gender

Prompt

Please enter the participant's gender. Enter 1 for Male or 2 for Female.

Your response



You should respond by pressing 1 or 2
For example, **1**

Prompt (optional)

You said ... Press 1 to continue or 2 to modify.

Your response



Respond by pressing 1 or 2 on the telephone keypad

Part 4 – Date of Birth

Prompt

Please enter the participant's date of birth as 8 digits in the form day-day month-month year-year-year-year. For example, the date 18th February 1974 would be 18021974.

Your response



You should respond by entering the date of birth as 8 digits.
For example, the date 18th February 1974 would be **18021974**

Prompt (optional)

You entered ... Press 1 to continue or 2 to modify.

Your response



Respond by pressing 1 or 2 on the telephone keypad

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Part 5 – Screening Number

Prompt

Please enter the participant's Screening Number.

Your response



You should respond by entering the 6-digit Screening Number without the leading S.
For example, **010001** for **(S010001)**

Prompt (optional)

You entered ... Press 1 to continue or 2 to modify.

Your response



Respond by pressing 1 or 2 on the telephone keypad

Part 6 – Confirmation of Eligibility

Prompt

Has the patient been confirmed as eligible for recruitment? Press 1 for yes or 2 for no.

Your response



You should respond by pressing 1 or 2
For example, **1**

Prompt (optional)

You entered ... Press 1 to continue or 2 to modify.

Your response



Respond by pressing 1 or 2 on the telephone keypad

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Part 7 – Informed Consent

Prompt

Has informed consent been obtained? Press 1 for yes or 2 for no.

Your response



You should respond by pressing 1 or 2
For example, **1**

Prompt (optional)

You entered ... Press 1 to continue or 2 to modify.

Your response



Respond by pressing 1 or 2 on the telephone keypad

Part 8 – Allocated Participant Study Number

Prompt

You will now be told the participant's study number.

The study number allocated to this participant is...

Please confirm the allocated participant study number by entering it on the telephone keypad.

Your response



You should respond by entering the allocated participant number (without the leading R(0))
For example, **1001** for (R**0**1001) or **11001** for (R**1**1001)

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Part 9 – Confirm the Treatment

Prompt

The allocated Treatment is..... Please confirm the allocated treatment by pressing 1 for Carbocisteine plus Usual Airway Clearance Management, 2 for Hypertonic Saline plus Usual Airway Clearance Management, 3 for Carbocisteine and Hypertonic Saline plus Usual Airway Clearance Management, 4 for Usual Airway Clearance Management.

Your response



You should respond by pressing the key that corresponds to the allocated treatment.
For example, **1 ,2, 3 or 4**

Prompt

You said ... Press 1 to continue or 2 to modify.

Your response



Respond by pressing 1 or 2 on the telephone keypad

NB Please wait to hear the following prompt before ending the call.

Part 10 – Finish

Prompt

Thank you for calling the MARCH telephone randomisation service.

Your response

Hang up.