RECRUITMENT PROTOCOL
CARE HOME: NURSING / RESIDENTIAL

Note: First contact letters to care home managers/consultees etc should be posted out as priority within your mail list, as recruitment from this setting may require more time than direct contact with participants.

Identify those participants who reside in nursing, care or residential homes.

Participants not known to the study.

Participants known to the study: Do they have a known Consultee?

Send letter 2A or 2B to the consultee, with this include; consultee information booklet. ALSO send a letter to home manager (cover letter) including an anonymised copy of the participant letter (1A) and a participant information booklet.

Send a letter to home manager (cover letter) including an anonymised copy of the participant letter (1A) and a participant information booklet. This may also include sealed letter (1A) and participant information pack to participant – if considered appropriate.

After approx one week telephone the manager, discuss the study further. Offer a visit to discuss the study and drop off any participant letters if not already included with original contact to managers. Ascertain if consultee now required.

Liaise with care home manager to forward info pack to consultee. Once contact established follow from *

YES

NO

At this stage if not done so already may be appropriate to send sealed letter (1A) and participant information booklet to participant and letter to consultee / care home manager confirming any appointment made.

Liaise with care home manager to arrange appointment for them if possible. At this stage if not done so already may be appropriate to send sealed letter (1A) and participant information booklet to participant and letter to care home manager confirming any appointment made.

YES

NO