Participants known to the study: does the participant have a known consultee?

- **YES**
  - Send letter 2A or 2B to the consultee, with this include; consultee information booklet.
  - After approx one week, telephone the consultee to discuss the study further. *Arrange appointment for participant where consultee or appointed informant can attend.
  - 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 confirming any appointment made.

- **NO**
  - Send letter (1A) to the participant, with this include; participant information booklet.
  - After approx one week, telephone the participant, discuss the study further. Ascertain is consultee now required.
  - Liaise with who ever considered appropriate to enable contact / forward of info pack to consultee. Once contact established follow from *

Participants not known to the study.

- **YES**
  - Send letter (1A) to the participant, with this include; participant information booklet.
  - After approx one week, telephone the participant, discuss the study further. Ascertain is consultee now required.
  - Arrange appointment for participant.

- **NO**