

**Visit to ClaSS Participating GP Practices
< Surgery >**

Discussion	Completed (Initial and date)
<p>At each practice make appointment for nurses, senior receptionist, GP and practice manager.</p> <p>Practice Manager</p> <ul style="list-style-type: none"> • Understanding of Study • Chlamydia Clinics • Fielding Queries from Patients/Others • Storage space • Data Protection Act Poster <p>Nominated GP</p> <ul style="list-style-type: none"> • Understanding of Study • Received and read protocols • Questions answered regarding protocols • Fielding Queries from Patients/Others • Signed off ClaSS Folder and contents <p>Practice Nurse</p> <ul style="list-style-type: none"> • Understanding of Study • Received and read protocols • Questions answered regarding protocols • Comfortable with partner notification/consent to randomisation • Chlamydia Clinics when will they take place • Procedures for how appointments are made and how they inform us if the patient attends <ul style="list-style-type: none"> • Appointment list • Procedure for petty cash <ul style="list-style-type: none"> • Petty cash box, • Petty cash • Receipt book • Health advisor and study contact details • Fielding Queries from Patients/Others • Poster for waiting room re CLASS • Samples taken in the surgery need to be posted • Extra questionnaires • Drug book • Drugs • Complaints procedure 	

<ul style="list-style-type: none"> • Signed off ClaSS Folder and contents <p>Receptionist</p> <ul style="list-style-type: none"> • Chlamydia Clinics when they are • Fielding Queries from Patients/Others • Stickers for near phone • Check practice leaflet for stating this is a study practice and your name might be given to researchers. • A4 poster with study contact details for behind reception desk 	
---	--

Comments/Queries

Outcome

Prior Preparation

1. Purple folder containing:

- **Disclaimer**
- **Drug protocols**
- **CLASS protocols for Prevalence, Case-control, Social Research and Partner Notification**
- **Team list for Bristol/ Birmingham**
- **Nurse CV's**
- **Honorary Contracts Rita/Aisha, Karl/Mark, Nicola/Gavin**
- **Ethical approval-local and multicentre**
- **Research Medical/Test Kits**
- **FAQ's on CLASS**

2. Drugs

3. Pregnancy kits

4. Drug log book

5. Clipboard

6. HE questionnaire instructions laminated

7. Posters-DPA and CLASS

8. Stickers

9. Contact details

10. Petty cash, receipt book, cash box

11. Generic CRF books

12. Generic HE questionnaire

13. Generic specimen return envelopes (male and female) containing:

- **brown envelopes**
- **urine pot**
- **glove**
- **funnel (Female)**
- **swab (Female)**
- **instructions**
- **biro**
- **ziplock bag**
- **sample return box**
- **absorbent**
- **elastic**
- **padded envelope**

14. Spare PN slips

15. Spare CC questionnaires (male and female)

16. A4 brown envelopes

17. Pens

18. Extra appointment lists

19. Extra section O

In the back of the CRF is:

- 1. 2 consent forms**
- 2. Info sheet on CLASS2 Male**
- 3. Info sheet on CLASS2 Female**
- 4. Chlamydia fact sheet**
- 5. Lilac PN slips (6)**
- 6. Lilac ClaSS study form (1)**
- 7. White non-randomised forms WITH STAMP!!(1)**
- 8. Drug stickers for patients notes (4)**

Send to practice after appointments are made:

- 1. Recorded delivery envelope containing:**
 - 2 appointment lists (the appt list already has boxes for this information)**
- The Following Will Be Stapled Together:**
- 1 strip of barcodes for each appointment made**
 - 1 result envelope for each appointment made containing result sheet and barcode-3 stickers with Repeat sample sheet 3, if the patient is positive (or an identical empty envelope if it is negative)**
 - 1 envelope stapled to the back containing Repeat sample sheet 2 and appropriate number of barcode-2, in case the patient forgets to take the sample at home.**

Keep a list of what you take and the quantities and you can tell if you need to take more.