Scottish Bell's Palsy Study
'BELLS'
24-hour Randomisation Service User Guide

The purpose of the *Bell's Palsy Study Randomisation Service* run by HSRU Aberdeen is

(i) to allocate a patient ID and **(ii)** to allocate a treatment

for patients participating in the *Scottish Bell's Palsy Study*.

The number of the Randomisation Service is **0800 000000***. Before you begin you will need your **centre number** which is **2 6 0 3** and should have immediately available your patient's **name, address and telephone number**.

After dialling the number, the call should proceed as follows.

Prompt		Your response
Welcome to the Aberdeen Trials Service. Please enter your Centre Number or Trial ID Code.		**2603**
This is the Bell's Palsy Study. Your trial centre is < *speaks hospital name* >. Press 1 to continue or 2 to modify.		Example **1**
Please speak the patient's name, address and contact telephone number after the tone, then press the star key.		Example **Mr Charles Bell, 47 Kirsty Semple Way, Dundee DD4 8HZ, telephone 01382 420049**
		Press *****
You said < *repeats spoken patient details* >. Press 1 to continue or 2 to modify.		Example **1**
The allocated patient number is < *utters seven digits such as* 2603011 >. Please confirm the patient number by dialling it on the telephone keypad after the tone.		Example **2603011**
The allocated treatment is treatment number < *utters a single digit* 1 2 3 or 4 >. Please confirm the treatment number by dialling it on the telephone keypad after the tone.		Example **3**
Thank you for calling the Bell's Palsy Study Randomisation Service. Please hang up now.		**Hang up Complete Form A**

What to do if the call fails

If the call fails, then during office hours you should call

<div align="center">

01224 000000 / 000000

</div>

for human assistance. If this call also fails, or if the allocation is required outside office hours, then you should proceed as follows.

(i) Do not worry about allocating **the patient ID**: this number will be determined later by the study researcher.

(ii) Determine **the allocated treatment** by choosing at random a single digit from the list below.

4	1	3	4	2	4	2	3	1	1	2	4	4	3	1	3	2	1	2	2	4	1	3	1	4
1	3	1	3	1	4	2	2	3	3	1	4	3	1	1	4	1	4	1	1	3	3	1	1	2
1	2	2	3	1	3	3	2	2	3	4	4	1	3	4	2	1	2	3	2	2	3	1	3	2
4	4	2	3	4	4	2	3	3	2	1	2	3	2	1	3	2	3	2	1	3	3	3	2	3
4	3	3	1	2	4	3	4	3	3	3	3	1	4	3	2	1	2	4	1	3	3	2	3	1
2	1	1	2	4	2	3	2	2	2	3	4	1	3	2	3	1	4	3	2	2	1	3	3	4
4	4	1	2	4	3	1	2	1	3	2	2	2	3	2	4	1	4	3	4	2	1	3	3	3
1	2	1	3	2	1	4	3	1	4	2	3	1	4	2	1	1	4	2	1	2	1	1	3	2
3	2	3	3	3	4	3	4	4	4	1	2	1	2	1	3	1	2	2	1	4	3	2	1	2
2	1	3	2	1	4	4	1	3	2	3	2	2	4	3	4	1	4	3	3	4	4	1	1	3
1	3	2	4	1	2	2	3	3	1	4	2	3	2	1	4	4	1	4	4	4	4	4	2	1
1	1	2	4	3	1	1	1	1	1	1	3	4	4	2	4	2	4	2	1	1	2	3	4	1
2	2	2	4	4	4	3	1	1	3	4	2	3	4	3	1	3	1	4	2	3	2	1	1	2
3	1	1	3	1	1	1	1	4	1	3	2	2	3	2	1	2	3	3	1	2	3	1	3	3
3	1	2	1	4	4	2	4	1	2	1	2	2	4	1	4	3	2	4	2	1	3	2	4	4
1	4	3	3	1	1	3	1	2	4	3	2	2	2	2	2	4	1	3	3	2	4	3	1	4
4	1	1	1	3	4	1	2	4	4	3	2	2	3	4	1	2	2	4	4	1	1	3	1	4
2	2	4	3	4	3	4	1	2	3	4	1	1	1	3	3	4	3	2	2	2	1	4	4	2
2	1	2	1	2	3	4	3	3	3	3	1	4	4	2	2	4	4	2	4	1	4	4	1	4
3	2	2	1	4	2	1	3	3	1	4	2	2	3	4	2	4	2	2	3	2	4	1	3	3

(iii) Please advise the BELLS Coordinator IMMEDIATELY that a new patient has been recruited, and provide the patient's name, address and telephone number:

<div align="center">

f.daly@tcgp.dundee.ac.uk

01382 000000 (W) / 01738 000000 (H) / 0771 000 0000 (M)

</div>