

Scottish Bell's Palsy Study 'BELLS'

Researcher's check list	Patient number (allocated by HSRU)
Form C	2 6 _ _ _ _ _

To be completed by the researcher at (or soon after) all assessment visits including the first

<i>The following should occur as soon as possible after notification of recruitment</i>	
Copy Form A and Consent Form at site; extract originals and leave copy	
<i>Visit number and date and approx duration</i>	
<i>The following should occur during your visit</i>	
HUI3 completed (all visits)	DAS59 completed (all visits)
BPI completed (all visits)	4 poses photographed (all visits)
Provide own contact details (V1)	Issue stamped Jiffy bag (V1)
Check labelling on bottle (V1)	Arrange next appointment (V1 and V2)
<i>The following should occur as soon as possible after your visit is completed</i>	
Letter to GP	
Letter to patient (acknowledgement of recruitment/ cooperation; reminder of next appt)	
HUI3 copied and stored locally, original despatched to TCGP	
BPI copied and stored locally, original despatched to TCGP	
DAS59 copied and stored locally, original despatched to TCGP	
Photographs emailed to TCGP j.sutherland@dundee.ac.uk	
<i>The following should occur after Visit 1</i>	
Phone call to patient (day 4–6 as convenient: compliance; well-being)	
Phone call to patient (day 10, to confirm end of treatment; 'Jiffy bag' reminder; well-being)	

Summary of paper management

After Visit 1 despatch originals of Form A, Consent Form and Form B to TCGP, keep copies

After all visits send letters to GP and patient, keep copies
 despatch original completed questionnaires to TCGP, keep copies
 email photographs to TCGP