

Appendix 2.

HITS-NS Recruitment SOP (v2.):

I Pre-hospital stages

1. The paramedic attends at the scene of the injury and assesses the patient.
2. **NEAS:** If the patient has a **GCS<14**; OR **NWAS:** If the patient has a **GCS<13**:
 - the paramedic applies the HITS-NS trial inclusion criteria (referring if necessary to the HITS-NS laminated card in the paramedic pocket book: 'UK Ambulance Service Clinical Practice Guidelines');
 - *go to step 3.*

NEAS: If the patient has a **GCS>13**; OR **NWAS:** If the patient has a **GCS>12**:

- the patient is not included in the HITS-NS trial
 - the paramedic delivers 'usual care'
 - *no further recruitment process for this patient.*
3. If the remaining inclusion criteria are met:
 - the paramedic records the patient as 'HITS-NS' on the PRF
 - the paramedic pre-alerts the receiving hospital
 - the paramedic texts "HITS" and the job no. to the research paramedic's mobile phone
 - the patient is kept in either the intervention or the control group in accordance with the trial allocation of the ambulance station at which the attending paramedic was stationed at the start of the trial
 - the patient is taken to either the nearest neuro centre (if in the intervention group) or to the nearest hospital A&E department (if in the control group)
 - *go to step 4.*

If the remaining inclusion criteria are not met:

- the patient is not included in the HITS-NS trial
 - the paramedic delivers 'usual care'
 - *no further recruitment process for this patient.*
4. The research paramedic searches for HITS-NS patient recorded on the PRF
 - ***Refer to HITS-NS data collection & management SOP***
 5. The research paramedic completes a HITS-NS screening log for the patient
 - ***Refer to HITS-NS data collection & management SOP***
 6. Once the patient is found the research paramedic checks if HITS-NS inclusion criteria have been met
 7. If the inclusion criteria are met the research paramedic determines where the patient has been taken
 - *go to step 8.*

If the inclusion criteria have not been met:

- the patient is withdrawn from the HITS-NS trial
- ***proceed to HITS-NS SAE SOP***

II Hospital stages

8. If the patient is in the intervention group:

Project Reference: Lecky 08/116/85

- *go to step 9.*

If the patient is in the control group:

- The research paramedic searches for transfer PRF:
 - If transfer PRF found:
 - *go to step 9.*
 - If transfer PRF not found:
 - *go to step 10.*

9. The research paramedic goes to the neuro centre to complete the recruitment process:

- If the patient dies within 7 days of admission:
 - Research paramedic collects anonymised data
 - ***Proceed to HITS-NS data collection & management SOP***
- If the patient does not die within 7 days:
 - Research paramedic checks & completes the screening log
 - ***Refer to HITS-NS data collection & management SOP***
 - If HITS-NS criteria are met:
 - ***Proceed to HITS-NS consent SOP***
 - If HITS-NS criteria are not met:
 - The patient is withdrawn from the HITS-NS trial
 - ***Proceed to HITS-NS SAE SOP***

10. The research paramedic contacts the PIC A&E department to continue with the recruitment process:

- If the patient has already been transferred to the neuro centre
 - *go to step 9.*
- If the patient dies within 7 days of admission:
 - Research paramedic collects anonymised data
 - ***Proceed to HITS-NS data collection & management SOP***
- If the patient does not need to be transferred to the neuro centre and/or has been discharged home
 - Research paramedic acts quickly and goes to the PIC if the patient is still in the hospital
 - Research paramedic checks & completes the screening log
 - ***Refer to HITS-NS data collection & management SOP***
 - If HITS-NS criteria are met, the research paramedic will seek consent from the patient and/or relatives if the patient is still in hospital or if not will send a letter informing the patient of the trial by post:
 - ***Proceed to HITS-NS consent SOP***
 - If HITS-NS criteria are not met:
 - The patient is withdrawn from the HITS-NS trial
 - ***Proceed to HITS-NS SAE SOP***
- If the patient is too unwell for transfer to the neuro centre
 - The research paramedic continually reviews the patient's progress

Go to step 10

