

Subject: Digital Photography Procedure

When to take photographs

Photographs of the reference ulcer should be taken every week. (If patients are seen fortnightly, then a photograph should be taken fortnightly.) Also, please take a photograph of the reference ulcer site **when the reference ulcer is first reported as healed, one week later where possible, and a photo 2 weeks later after the first report of healing.** The photo taken 2 weeks after the first report of healing is important as it will be used to confirm whether the ulcer has healed or broken down.

The Camera

Please use the camera supplied for the trial, Nikon Coolpix L31. “All cameras have been calibrated so they are standardised to the same specification – please do not change any of these settings. All cameras have been calibrated to the same specification as follows”:¹ Scene auto selector (the icon with the word ‘Scene’ and image of a heart. This will be displayed on screen when you turn the camera on.) In this mode “the camera responds to the shooting conditions at the time and controls the majority of camera settings.”¹ The flash is set to automatic. To use the camera please follow the instructions supplied with the camera.

Taking the photograph

1. Ensure that the ulcer and surrounding area are cleaned thoroughly before taking the photograph.
2. Try to reduce glare and shadow².
3. Reference target card – Place reference target card in image. Every digital photograph must include the reference target card, which includes a centimetre measuring scale. The patient’s trial number, site id and date must always be clearly written on the reference target card. [There may be a two digit id already pre-printed on the target card, if this number is not your site id, please cross it out and write the correct site ID on the card]. During follow-up please include the week number on the card. To enable us so to distinguish week number from site ID, please use the prefix ‘wk’, for example, wk 1, wk 2, etc. Please make sure that the reference target card is included in the photograph otherwise the photograph cannot be used.
4. Hold the camera **20 cm, (8 inches), above the ulcer site** (at this distance the reference target card should be legible on screen) and **at “90° above the centre of wound”² – not at an angle. Please do not use zoom function.** “In the case of circumferential wounds additional adjacent photographs may be required. Every reasonable effort must be made to take all consecutive photographs from the same viewpoint and distance,”¹ and using the same trial camera.
5. Ensure that the ulcer is in the **centre** of the screen.

“All digital photographs to be kept confidential and secure for the duration of the trial. Patient confidentiality will be maintained throughout trial by the use of unique trial numbers”.¹

“No film, recording media or data to be manipulated or changed in any way with the intention of affecting the results of the trial.”¹

Sending photographs to the YTU

All photographs should be sent to the York Trials Unit (YTU) at the University of York using their electronic Drop Off Service. ***The photographs should be sent as soon as possible after the clinic and no later than a week after the photograph(s) were taken.*** The files/photographs must be encrypted before sending them to the YTU. To access the service please go to [REDACTED]. Drop offs may not exceed 20.0 GB per file, or 20.0 GB total for the entire drop off. If you are not permitted by your site to use this service separate arrangements will be arranged. Contact one of the trial managers if this is the case. “DO NOT COMPRESS PHOTOS.”¹ The memory card should hold all the photos that you need to take for the trial. Please do not delete photographs from the memory card until advised to do so by the YTU.

Faults with the camera and collection of cameras at the end of the study

If your camera develops a fault, please report it to the YTU as soon as possible. Please contact [REDACTED].
[REDACTED] A replacement camera will be sent to you and we will arrange for the return of the old one.

At the end of the study we will arrange for collection or return of the camera(s).

Procedure adapted from:

¹Ashby RL, Gabe R, Ali S, Saramago P, Chuang L-H, Adderley U, *et al.* VenUS IV (Venous leg Ulcer Study IV) – compression hosiery compared with compression bandaging in the treatment of venous leg ulcers: a randomised controlled trial, mixed-treatment comparison and decision-analytic model. *Health Technol Assess* 2014;**18**(57)

²Bhedi A, Saxena AK, Gadani R, Patel R. Digital photography and transparency –based methods for measuring wound surface area. *Indian J Surg* **75**:111–14