

Vasculitis Acute Patient Recruitment at Peripheral Sites

Instructions for Clinicians

1. Upon making a clinical diagnosis of acute vasculitis, inform RKD study team of the potential recruit by phoning, texting or emailing Prof. Little, (mlittle@tcd.ie or tel: 086-6096068), or by placing a message on the “Acute Vasculitis” WhatsApp group.
2. A study ID number will be circulated on WhatsApp to identify the new recruit and for future communication regarding this patient. **Please do not use identifiable information such as names on WhatsApp.**
3. Site specific consent documents, patient information leaflets and worksheets are available to download at: www.medicine.tcd.ie/thkc/research/thkc-etchics-docs.php. Please bookmark this web address for easy access when needed.
4. Obtain consent from the patient for enrolment in the registry and biobank.
5. Fill in the worksheet or Distiller with available clinical information from patient chart. Only use study ID as identifier. Keep the completed worksheet with the samples collected.
6. Please try to collect samples before treatment with corticosteroids or other immunosuppressive agents.
7. Obtain **blood** samples: 1 x 9mL or 3 x4ml full blood count (EDTA) tubes and 1 x 9mL or 3 x 4ml serum tube using locally available blood tubes. Confirm this via WhatsApp.
8. Obtain **urine** sample: as large a volume as possible in one or more 30mL sterilins or any urine container.
9. Record the date and time of sampling in the patient’s notes and on each sample. If the urine is from a catheter bag please note this on the side of the container also. Label with study ID.
10. If available, place samples in a clinical fridge; alternatively, store samples along with worksheet at the nurse’s station until collection. Clearly write on the side of the blood tubes and the urine container whether the samples were stored at room temperature or in the fridge before courier collection.
11. Sample collection by the contracted courier company will be arranged by research nurse or delegate. This will ideally be within 4 hours of sampling, but may occur the following morning if the patient was recruited during the night.
12. The samples and worksheet will be brought to the central TCD lab for processing.
13. **A local recruitment log with identifiable patient data should be maintained at each peripheral site. Please enter patient details onto this log.** It is kept secure in either the local PI’s office or Registrars office and the electronic version is password protected. *This is essential to allow subsequent local re-identification of the recruit.* Place signed consent form in Recruitment Log and Consent folder.
14. **Please ensure that you have signed the delegation log that is kept in the Recruitment Log and Consent Folder.** Refer to the local Principal Investigator for location of this folder.
15. The lead research nurse will be in touch to follow up on clinical dataset and is available to contact if any queries (Caseys5@tcd.ie or rkdbiobank@tcd.ie)