**Standard Operating Procedure (SOP)**

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**1.0 Purpose**

This document outlines the procedure for contacting patients referred to the STAMINA programme for the first time and is aimed at standardising the process between Nuffield Health sites.

**2.0 Scope**

This SOP is relevant to the fitness manager at Nuffield Health.

**3.0 Background**

* Up to 24 Nuffield Health sites will be recruited and paired with an NHS site for the delivery of work package 4 and 5 of the STAMINA programme.
* STAMINA Lifestyle Intervention (SLI) participants will have provided informed consent, undergone a health screening check and a baseline assessment with the SHU research team in conjunction with the NHS.
* SLI participant referral information will be sent to the fitness manager at Nuffield Health. This includes personal contact details, details of existing medical conditions, medications, and any functional limitations. Specific tailoring recommendations will also be provided where necessary.

**4.0 Responsibilities**

* The SHU research team have responsibility of ensuring data is stored and communicated to Nuffield Health sites accurately and securely.
* The Nuffield Health team have responsibility of recording and storing all data from the STAMINA study accurately and securely.
* The Nuffield Health team have responsibility for following the research protocol and making sure that all transfer of research data to the SHU research team is done from @nuffieldhealth.com to @nhs.net
* The NHS site PI has overall responsibility for patient safety.

**5.0 Procedure**

**Step 1: Call the patient**

The fitness manager should contact the SLI participant within 48 hours of receiving the patient referral information. The call is to introduce yourself and arrange an induction session. Please use the preferred contact number the SLI participant has provided and withhold your number if calling from a personal device. You can find the SLI participant’s contact details on the Nuffield Health referral form that the STAMINA research team emailed to you (Nuffield Health Referral CRF).

If the SLI participant does not answer, leave a voice message with your name and why you are calling, and provide a time that you plan to call them again.

**Step 2: Introduce yourself**

During the first contact with the SLI participant, introduce yourself, e.g., provide your name, your role as a clinical exercise specialist and that you are calling from Nuffield Health. Explain that the call may last 10 – 15 minutes and check now is a good time to talk.

**Step 3: Check the patient’s understanding of the programme**

Men will have received a participant information sheet detailing the study and provided informed consent to participate. Ask, the SLI participant what they already know about the STAMINA programme. Provide missing detail to ensure that the SLI participant is aware of what participating in the programme will involve for them, and correct any detail that is incorrect e.g.,

* Induction to exercise, including a fitness check on a treadmill or bike.
* Supervised exercise, tailored to the individual.
* Twice weekly 1-2-1 and small group supervision (with up to 4 other men on the programme).
* Includes aerobic and resistant exercise at moderate intensity (never maximal).
* Progress reviews, approximately every 6 weeks.
* Free 12-month membership (membership card will be processed on first visit to their local club)

**Step 4: Check that the patient has received their STAMINA pack**

Check that men have received the following resources. If not, please email the STAMINA research team at sth.stamina@nhs.net and specify what items they are missing.

* Log in details for the STAMINA website
* STAMINA training diary
* Information booklet: ‘*Lifestyle changes to promote quality of life during treatment’*

**Step 5: Signpost men to the STAMINA website\***

The STAMINA website hosts a SLI participant member’s area where men can access the booklets online and some short tutorial videos. If men have access to a computer and want to know more about the programme, direct them to log onto the website with their account details and to have a look at the online support available to them. If they have lost or misplaced their log in details, please ask them to contact the STAMINA research team.

STAMINA website: [www.stamina.org.uk](http://www.stamina.org.uk)

\*This step is not mandatory and may cause additional pressure for those who do not have access to a computer or to those who are not IT literate. However, it may be helpful to individuals who have access to a computer.

**Step 6: Schedule the first appointment**

Agree a date and time for the SLI participants induction session to the STAMINA programme. This should be a 60-minute appointment with a clinical exercise specialist. Explain that the first session is to introduce them to the gym and learn a bit more about them to ensure the programme is tailored to meet their needs. Please remind the SLI participant to wear suitable clothing for the treadmill or bike fitness check and inform them of the changing/ showering facilities available at site. Book this appointment in the booking bug system, ensuring there is access to a Health MOT room. More information about booking sessions can be found in the scheduling SOP (1).

The Clinical Exercise Specialist who delivers the induction session will become the SLI participant case manager.

**Step 7: Discuss communication and access to Nuffield Health**

Provide the SLI participant with the address, travel instructions and information about the car park or local bus routes to your Nuffield Health site. Also inform the SLI participant how they can contact you, e.g., provide them with the number for your site and inform them of the days/ times you are at work. You should tell them to leave a message and/ or name and number with reception if you are unavailable, and you will call them back.

**Step 8: Prompt use of the STAMINA diary**

Prompt men to complete/ read the activities on page 12 - 16 of the STAMINA diary. Explain that the clinical exercise specialists will discuss some of the activities in the induction session and emphasise that there are no right or wrong answers.

**6.0 References, Related SOPs, Web links**

1. Nuffield Health – Scheduling and booking in supervised exercise SOP