Please ensure you read the Notes for Applicants below and refer to them throughout the duration of using CRIS for recruitment purposes.

The following action points detail your remit of responsibility as researcher on any C4C project. These apply subject to approval of your project by the CRIS Oversight Committee. If you have any queries in relation to these points or your responsibilities as a researcher using C4C, please contact Megan Pritchard, CRIS training and development lead (megan.pritchard@kcl.ac.uk)

1. Participant selection

Once you have selected clients who have given consent to be approached and meet your inclusion criteria, you will request their Trust IDs from the CRIS team. For C4C to be valid, a number of elements need to be confirmed using the CRIS front end. Please complete this checklist before requesting a reverse search:

1. Service users must have a currently active response of "yes"

   Please load your IDs into the CRIS front end system search criteria. Add the Boolean command 'AND' and then paste in the following

   ((Core_Info.Consent_for_Consent.Response_ID="Yes") AND
   (Core_Info.Consent_for_Consent.Is_Active="Yes"))

2. Service users' point of treatment within the Trust should match the 'permission asked at' field on the C4C form.

   This means that all service users who are being contacted by you must be currently active within a team or, if discharged, the 'permission asked at If they are discharged C4C must have been confirmed and documented as point of discharge.

3. C4C comments must be checked

   The comments field from the C4C form must be brought back as an output and any comments read to ensure that they do not exclude that individual from your project.

It is your responsibility as the researcher to ensure that service user comments and C4C referral status requirements are respected.

Upon receipt of the IDs, you will have 3 months from the date they were handed to you to contact the individuals.

2. Data storage

The IDs will be saved in the CRIS shared drive and you cannot move this file to your personal drive. The PJS IDs will be sent separately from the BRCIDs you have provided in an Excel spread sheet under password protection which will be sent to you in a separate email. **DO NOT remove password protection from the document.** The PJS Ids and BRC-IDs **must not** be linked together in order to protect the integrity of CRIS as an anonymised database. All information for recruitment from PJS or from CRIS used must remain within the SLaM firewall at all times.

3. Contacting Service Users

Prior to contacting individuals, please check again whether the status on their Research Consent form on PJS (within core info tab) has been updated or changed to ensure that they are still eligible for participation. This means checking the "Response" and "Comments" fields within the research consent form. Please also confirm via PJS that they have not died, been discharged and what the preferred method of contact is.

NIGB approval for C4C requires a researcher to contact the clinical team to check that it isn't inappropriate to contact service user at that time. In line with this care co-ordinators should always be emailed prior to contacting a service user.

Recruitment using C4C should follow the project specific research ethics approval.

1. Where the approved recruitment method requires input or assistance from the care co-ordinator or clinical team (for example in assessing capacity) then details of this should be included on the email to the care co-ordinator and a response from the care co-ordinator will be needed before the service user is contacted. If ongoing support is likely to be needed we suggest discussing with the care co-ordinator or team involved the most appropriate way to manage this as recruitment continues.

2. For all other cases, the researcher should email the care co-ordinator and advise of their intention to contact the consenting service user, and ask the care co-ordinator to let them know within a set period of time whether there is any reason why it is not appropriate to contact the service user at this time. If no response is received from the care co-ordinator within this time, the researcher can go ahead and contact the service user.

The care co-ordinator is the most appropriate person to contact, even if the original consent for contact was undertaken by someone else.

We suggest that you send an email to the care co-ordinator based on the template below (please adapt as necessary for your study), with a study information sheet attached :

Dear (care co-ordinator)

I am contacting you as we have identified the following service user(s) under your care via the Trust Consent for Contact mechanism and would like to contact them to see if they would be interested in a specific research project.

Name of service user

Name of service user

(to notify only) If you know of any reason why it would not be appropriate to contact this person at this time, please could you let me know within 14 days as I intend to contact NAME (S) the week beginning DATE. Any contact made by our study team will be documented in the new research consent form on PJS along with the service user's response.

Or (for studies needed care input) We need the input/ guidance of the care team (give details) and I would be grateful if I could discuss this with you before I contact the service user. I would be grateful if you could let me know a convenient time to contact you.

If you have any queries regarding whether you are covered by your research ethics and R&D approval for recruiting via CRIS please contact the R&D Governance Manager Jenny Liebscher (Jennifer.liebscher@kcl.ac.uk). Any other queries should be directed to Megan Pritchard CRIS training and development lead (megan.pritchard@kcl.ac.uk)

4. Documenting contacts made

Every contact with the patient (regardless of patient response) has to be recorded promptly in the Research Consent form under 'Approaches and Participation'. This will help in the audit process of this particular project and also in case the participant has changed their mind or expressed concerns after you have approached them.

It is your responsibility, as the researcher, to update the Research Consent form on PJS as and when you contact the clients.