

# TMR Intervention Roles and Responsibilities

## Guidance for Study Staff

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## SJ

Description	Output	Completed with	Reporting to
Information gathering from Counterweight	Clarification of medical review, screening scope, training coverage, app data and expectations	IH	
Develop screening tool	REDCap screening tool and inclusion text	JC, IH	
Develop screening scheduler (screening DB)	REDCap scheduler for screening	JC, IH	
Patient flows	Completed XMind patient flows		
Submit ethics application	Ethics application submitted to SHG ethics committee and Leeds	SI, IH	
Develop scheduler (main DB)	REDCap scheduler for main database	JC, IH	

## IH

Description	Output	Completed with	Reporting to
Information gathering from Counterweight	Clarification of screening, training, and app integration	SJ	
Identify potential participants from clinic list	Randomised list of participants and controls; dataset for JC import		
Develop screening tool	Pre-filled REDCap screening tool	JC, SJ	
Develop screening scheduler (screening DB)	REDCap scheduler for screening	JC, SJ	
Develop scheduler (main DB)	REDCap scheduler for main database	JC, SJ	
Monitor screening	Screening tracker and monitoring of screening rates		
Build initial web page	Initial TMR document repository website		
Monitor baseline (part 1)	Baseline tracker and data completeness monitoring		
Monitor baseline (part 2)	Continued baseline monitoring		

## SI

Description	Output	Completed with	Reporting to
Advertise for participants	List of responses to local paper and Facebook adverts		
Initial contact with potential participants	Scheduled screening visits and potential control IDs	AM, GE	
Test screening tool	Testing feedback	JJ, JP, AM, GE	
Submit ethics application	Ethics submission	SJ, IH	
Screening delivery	Screening of participants	AM, GE	
Baseline coaching	Participant coaching on day of baseline	AM, GE	
Test main database	Testing feedback	JJ, JP, AM, GE	

## AM

Description	Output	Completed with	Reporting to
Initial contact with potential participants	Scheduled screening visits	SI, GE	
Test screening tool	Testing feedback	JJ, JP, SI, GE	
Screening delivery	Screening of participants	SI, GE	
Baseline coaching	Participant coaching	SI, GE	
Test main database	Testing feedback	JJ, JP, SI, GE	

## GE

Description	Output	Completed with	Reporting to
Initial contact with potential participants	Scheduled screening visits	SI, AM	
Test screening tool	Testing feedback	JJ, JP, SI, AM	
Screening delivery	Screening of participants	SI, AM	
Baseline coaching	Participant coaching	SI, AM	
Test main database	Testing feedback	JJ, JP, SI, AM	

## JC

Description	Output	Completed with	Reporting to
Develop screening tool	REDCap screening tool	IH, SJ	
Develop screening scheduler (screening DB)	REDCap scheduler for screening	IH, SJ	
Develop screening data export process	Import process for eligible participants and full screening registry		
Screening form training	Training delivered to Jocelyn, Jannas, and Sarah		
Develop scheduler (main DB)	REDCap scheduler for main database	IH, SJ	
Develop main database	Main REDCap database aligned to data dictionary		

## JJ

Description	Output	Completed with	Reporting to
Test screening tool	Testing feedback	JP, SI, AM, GE	
Baseline data collection (part 1)	Baseline datasets collected	JP	
Baseline data collection (part 2)	Remaining baseline and control datasets	JP	
Test main database	Testing feedback	JP, SI, AM, GE	

## JP

Description	Output	Completed with	Reporting to
Test screening tool	Testing feedback	JJ, SI, AM, GE	
Baseline data collection (part 1)	Baseline datasets collected	JJ	
Baseline data collection (part 2)	Remaining baseline and control datasets	JJ	
Test main database	Testing feedback	JJ, SI, AM, GE	

## RJames

Description	Output	Completed with	Reporting to
Clearing shipment	Shipment cleared		

## ALL

Description	Output	Completed with	Reporting to
TMR review	Team review of process with agreed refinements	Entire team	