

## **CANDID Top Tips for Practices from Recruitment Workshops 2014**

### **These are the main messages from the Workshops:**

1. Recruiting to CANDID is easy once the recruitment process has been organised.
2. Practices should adopt a method best suited to their circumstances and capacity.
3. Recruitment is most successful when one person takes ownership of the study.
4. First recruits take longer but the more you do the less time it takes.

### **These are the main tips identified by our top recruiting Practices:**

- Advertise research as a part of normal business in the practice and ensure CANDID promotional materials are on show in the waiting area.
- Send weekly reminder to clinicians of eligibility criteria through emails or team meetings.
- Use CANDID website to inform team about study:  
<http://www.southampton.ac.uk/candid/index.page>
- Place CANDID study A4 eligibility sheet in each consulting room as a reminder (please ask if you would like some sent to you).
- Keep a regularly updated folder of CANDID literature in each GPs office.
- Rotate responsibility for recruiting on a weekly basis – GPs take it in turns.
- All GPs identify eligible patients and signpost to specific GP/Nurse.
- Patients who complete Permission to Contact Form are followed up by telephone to book a research appointment if willing.
- Send letters of Invitation to patients missed opportunistically.
- Allocate nurse appointments for recruitment - can take information from patient notes or paper CRF if entered within previous 3 weeks.
- Allocate regular slots for CANDID recruitment appointments (e.g. 1 or 2 per week) and release them back to the Practice if not used.
- Consider using Triage, chest X-ray requests, NHS checks and 2/52 waits as additional methods of identifying eligible patients.
- One practice simply runs late when recruiting opportunistically – GPs recruit and Research Nurse/HCA takes informed consent and sends all samples and paperwork.
- Use 'on the day' clinics to recruit via nurse practitioners. Provide them with time to recruit & GP support.

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**Please remember:**

1. Lung symptoms should be present for 3 weeks or more – but there is no time limit for the colorectal or general symptoms.
2. Eligibility is very broad - includes **all** patients with lung/colorectal presentation where the symptom cannot be readily diagnosed.
3. GP champions report that few patients have declined to take part.
4. Patients can be reassured that the study is keen to identify the symptoms that might **rule out** cancer, and that thousands of patients with a very broad range of symptoms are being asked to take part. This is usually enough to allay any potential anxiety. Demonstrably anxious patients need not be approached.
5. The lifestyle questionnaire is not compulsory and can be completed at home by participant.
6. There is a 3 week window from first presentation with eligible symptoms to the completion of recruitment procedures.
7. Nurses (or an experienced HCA) can enter CRF online.

**Any queries please email us on [candid@soton.ac.uk](mailto:candid@soton.ac.uk)**