

South East Scotland REC 02

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09 March 2022

Dr Kirsty Boyd
Reader in Palliative Care
University of Edinburgh
Primary Palliative Care Research Group
Usher Institute, Doorway 3, Teviot Place
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EH8 9AG

Dear Dr Boyd

Study title: Implementation of an integrated care planning and electronic care coordination intervention in primary care for people living at home or in a care home at risk of deteriorating or dying: mixed-method study across Scotland. (4-ACP)

REC reference: 22/SS/0017

IRAS project ID: 291779

Thank you for your letter of 24 February 2022. I can confirm the REC has received the documents listed below and that these comply with the approval conditions detailed in our letter dated 18 February 2022

Documents received

The documents received were as follows:

<i>Document</i>	<i>Version</i>	<i>Date</i>
Other [Letter to REC post review]	n/a	24 February 2022
Participant consent form [Participant Consent form]	1	26 November 2021
Participant information sheet (PIS) [Participant information sheet - patients carers family members]	2	22 February 2022
Participant information sheet (PIS) [Participant Information Sheet - professionals]	1	02 December 2021

Approved documents

The final list of approved documentation for the study is therefore as follows:

<i>Document</i>	<i>Version</i>	<i>Date</i>
Covering letter on headed paper [Cover letter]		26 January 2022
Evidence of Sponsor insurance or indemnity (non NHS Sponsors only) [Sponsor insurance letter]		01 August 2021
GP/consultant information sheets or letters [Letter to GP about patient participation]	1	22 July 2021
Interview schedules or topic guides for participants [Topic Guide – patient/family member/carer]	1	23 July 2021
Interview schedules or topic guides for participants [Topic Guide (followup) patients family members carers]	1	23 July 2021
Interview schedules or topic guides for participants [Topic Guide – GP/clinical staff]	1	23 July 2021
Interview schedules or topic guides for participants [Topic Guide - thinking aloud]	1	23 July 2021
IRAS Application Form [IRAS_Form_26012022]		26 January 2022
Letter from funder [Marie Curie Research Grants Scheme Grant Award Letter]		16 October 2020
Letters of invitation to participant [Cover letter - patient family member carer]	1	22 July 2021
Letters of invitation to participant [Cover letter Health care professional – request consent to contact]	1	22 July 2021
Other [Marie Curie Research Grants Scheme No Cost Extension confirmation letter]		09 July 2021
Other [Data Processing Agreement]	1	30 November 2021
Other [Patient demographic Information extraction template]	1	26 November 2021
Other [Letter to REC post review]	n/a	24 February 2022
Participant consent form [Consent form - professionals]	1	22 July 2021
Participant consent form [Consent to contact form - patient family member carer]	1	09 June 2021
Participant consent form [Participant Consent form]	1	26 November 2021
Participant information sheet (PIS) [Participant information sheet - patients carers family members]	2	22 February 2022
Participant information sheet (PIS) [Participant Information Sheet - professionals]	1	02 December 2021
Research protocol or project proposal [4ACP Protocol]	1	03 December 2021
Summary CV for Chief Investigator (CI) [CV]		26 July 2021
Summary of any applicable exclusions to sponsor insurance (non-NHS sponsors only) [Sponsor insurance letter]		01 August 2021

You should ensure that the sponsor has a copy of the final documentation for the study. It is the sponsor's responsibility to ensure that the documentation is made available to R&D offices at all participating sites.

IRAS Project ID: 291779

Please quote this number on all correspondence

Yours sincerely



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