

PLEASE NOTIFY THE BASE STUDY TEAM OF ANY PLANNED OR COMPLETED TRANSFERS AS SOON AS POSSIBLE

Email: base@npeu.ox.ac.uk, phone: 01865 289716

Note: Do not send participant-identifiable information to this email address

Infants should be transferred according to usual local processes regardless of their involvement in the BASE study.

Study procedures can only be carried out at sites that have the necessary local R&D approvals. To check whether a hospital is participating in BASE, please go to the study website (www.npeu.ox.ac.uk/base) and select 'sites' tab.

If the hospital the infant is being transferred to is not listed, they may not have the necessary study approvals in place. Please contact the BASE study team immediately on the contact details above, who will try to gain the necessary local approvals.

Transfer to an approved site

When the infant is being transferred to another site (recruiting or continuing care site), you should ensure the following:

1. Contact the BASE study team with notification of transfer
2. Contact the receiving site and inform them that the infant is in the study
3. Provide a photocopy of the daily dosing log and include in the **BASE Transfer Pack**. The original should be kept at Recruiting Site.
4. Put the relevant sticker on the **BASE Transfer Pack** to show which treatment arm the infant has been randomised to.
5. Ensure the relevant **BASE Cot Card** is included in the Transfer Pack.
6. Write the Recruiting Site's return postal address on the blank envelopes provided
7. Send the **BASE Transfer Pack** with the infant to the receiving site.
8. Complete the **BASE Transfer/Discharge form** in OpenClinica
9. The receiving site (Continuing Care Site) will send the completed forms (Transfer/discharge form and Daily Dosing Log) securely back to the recruiting site, preferably by email. The recruiting site is responsible for entering all data into OpenClinica.

Transfer to an unapproved site

When the infant is being transferred to a site **not participating** in BASE, you should ensure the following:

1. Contact the BASE study team with notification of transfer
2. Complete steps 2-8 above (in case R&D approvals are obtained at receiving site in the future).

Key points to remember

- The recruiting site is responsible for collecting all data related to the participant and entering it on OpenClinica.
- When a Continuing Care Site returns a completed paper version of the Daily Dosing Log or Transfer/Discharge form, it will be the responsibility of the Recruiting Site to enter this data into OpenClinica.
- The Continuing Care Site should notify the Recruiting Site as soon as an infant has been discharged, transferred, or died.
- In the event of twins or higher order multiples, a separate BASE Transfer Pack should be sent for each individual infant.
- Continuing Care Sites must continue to report safety events (e.g. SAEs) to the BASE team until the infant has been discharged from neonatal care, or reaches 40 weeks postmenstrual age (whichever is sooner).

Contact Details for BASE related Queries

During office hours

Any queries whether urgent or not should be directed to the BASE study team during office hours (i.e. between 09:00 – 17:00, Monday to Friday) on 01865 289716.

**** Important **** Please DO NOT send patient identifiable information to

base@npeu.ox.ac.uk