TRIC - MAN

Instructions for Site Leads

Thank you for contributing to TRIC-MAN. As a national resident doctor-led study, we rely on members of the TRIC network to co-ordinate local data collection.

All study contributors will be recognised as study collaborators in publications related to TRIC-MAN (providing Site Leads provide the full name and email address of each contributor to the study before the end of the data collection period).

Please find below a step-by-step process for coordinating your local site.

1. Review the protocol

Please read the study protocol. This document contains important details about the project.

If you have any questions, please contact the study team (tricmanstudy@gmail.com)

2. Register the project with your audit department

This project is an audit**. You must register this audit following your local site's clinical governance processes.**

Your local audit team/clinical governance team will provide you with a registration form to be completed as per local policy. An exemplar template is provided at the end of the protocol.

Once the study is registered and you have received confirmation from the relevant clinical governance team, please email the TRIC-MAN study team (tricmanstudy@gmail.com) with a copy of the completed registration form.

3. Establish a team at your site

The data will be collected over a maximum of fourteen days, which can start at any time from **31st March – 14th April 2025**.

The first day will be the busiest and then a cohort of patients will be followed-up prospectively for up to fourteen days. This will take a team of clinicians to organise and be able to input data regularly. The study has been designed to be pragmatic alongside your clinical duties, although it may help to use SPA time on the first day if possible.

Start thinking about which day you can start collecting data.

The data collected will be around antimicrobial prescriptions and microbiology results. There is also a one-off site survey of the antimicrobial stewardship practices to be completed once.

Please remember to provide the full names and email addresses of any data collectors (with their consent) so their contribution can be acknowledged on future publications of TRIC-MAN.

4. Email the TRIC-MAN team

You will need to:

a) Email the TRIC-MAN study team (tricmanstudy@gmail.com) a copy of the approved service evaluation registration from your local site with the subject "Registration forms" ASAP

This is a pre-requisite for access to the data collection platform.

b) **Provide the full names and email addresses of every person in your local study team**. Please email tricmanstudy@gmail.com with the subject "REDCap access request" by **24th March 2025.**

This is so that their contribution can be acknowledged in future publications related to TRIC-MAN and so that we can provide you all with access to the TRIC-MAN database held on REDCap, which is a secure web application.

5. Attend the TRIC-MAN webinar or watch it later

Details and dates will be sent closer to the time

6. Collect the data

On the start date you choose ("Day 0"), you will be collecting data **for each inpatient and any new admissions**.

As outlined in the protocol, patients will be split into three groups:

1) If they are not on antimicrobial therapy, very limited demographic data is collected on Day 0 only.

2) If they have been on antimicrobial therapy for **>3 calendar days** (**for a given indication**, even if regimen changed more recently), then demographic data and data regarding the **current** prescription will be collected only.

3) If they have been on antimicrobial therapy for for **≤3 calendar days** they are included in the prospective cohort and all eligible antimicrobial and microbiological data will be collected. This is likely to be around 5-10 patients per site.

Use your screening log to keep track of which patients need ongoing follow-up. TRIC-MAN **will not collect any patient identifiable information**. Therefore, it is vital you keep track of each patient entered to avoid including the same patient more than once. **Do not share this screening log with the central study team.**

Data will be entered on online forms.

Thank you!