

To enrol a baby, you must be delegated to this role and have individual access to the enrolment website.

! Aim to enrol a baby within 48 hours of birth

Prior to enrolling a baby, please ensure:

- Parent has not **opted out**
- **Eligibility** has been confirmed by an appropriately trained member of staff

Enrolling babies to BASE

Enrolment occurs through a secure web-based enrolment application hosted by the National Perinatal Epidemiology Unit Clinical Trials Unit (NPEU CTU) based at University of Oxford.

To gain access to the Enrolment website, you must be delegated to 'Enrol infant in the study' on the delegation log and have watched the relevant training video. Once these requirements have been completed, email the BASE study team to request an account.

1. Enrol baby:

1. Go to <https://rct.npeu.ox.ac.uk> and select **BASE**. Link is also available on the study website (www.npeu.ox.ac.uk/base)
2. Login to the enrolment website using your individual login details
3. Once you're logged in, click 'Enter baby into observational study'
4. Complete the questions
 - The person completing the form must be delegated for enrolment as documented on the delegation log.
 - The form includes questions relating to the baby's eligibility. If your answers indicate that the baby is ineligible, you will not be able to enrol them
5. Click "Continue"
6. On the next screen, review the data you have entered. If anything is incorrect, click "Amend" to return to the form. Otherwise, click "Complete"
7. Once you have clicked 'Complete', you will see the confirmation screen for the enrolment, which will include the baby's **BASE study number**

If you do not see the confirmation screen, or are not sure if the baby has been successfully enrolled, please contact the BASE study team (see "Technical Support" below). Do not try enrolling the baby again.

2. Enter contact details:

Contact Details form

After a baby has been enrolled, click 'Enter contact details'. This will open up as a new window. Please enter in baby's Badger ID (if available) and postcode.

The baby's NHS number (entered at enrolment) will be shown here. If the NHS number was not correct at enrolment, please update it here.

Enrolment form

The data entered at enrolment on the Enrolment website is automatically copied into an Enrolment Form on OpenClinica. If any data entered at Enrolment was incorrect, it should be amended here.

After enrolment, there is no further baseline data to enter; begin completing the Daily Dosing Log.

Documenting enrolment

Ensure that it is clear to all relevant staff whether a baby has been enrolled in the BASE observational study (e.g. by documenting their enrolment in the baby's medical notes).

Thank you card

Before a baby is discharged or transferred away from your site, give parents a BASE Thank You card. If a baby enrolled in the study dies, please give a BASE Thank You card to the parents at a time that you deem to be appropriate.

Technical support

If you experience technical difficulties or require help with the enrolment application, please contact the BASE study team using contact details below:

- During office hours: base@npeu.ox.ac.uk, 01865 289716
- Out of office hours (for emergency use ONLY): 0800 138 5451

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