

Continuing Care Sites will be set-up to assist with data collection in the event that a baby in the study is transferred to them.

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

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

Data collection 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 baby 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 baby 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 baby is in the study.
3. Send a **BASE Transfer pack** with the baby
 - If possible, send a photocopy of the dosing log in use and also a blank dosing log with the baby. In the case of twins, separate sets of forms should be sent for each baby.
4. Complete the **Transfer/discharge form** on OpenClinica.
5. The receiving site (Continuing Care Site) will be encouraged to continue data collection.
6. The receiving site (Continuing Care Site) will send the completed forms (Transfer/discharge form and Daily Logs) 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 baby 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 2-6 above (in case R&D approvals are obtained at receiving site in the future).
3. If possible, check NHS central records or contact the site staff to gain relevant information to enable you to complete any missing data.

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