Guidance Sheet 10: Emergency Queries



The majority of queries can be answered using the guidance documentation. However, if sites need to get in touch with the DOLFIN study team, please use the contact details below.

During office hours

Any query, whether urgent or not, should be directed to the **DOLFIN study team** during normal working hours (between the hours of 9am – 5pm Monday to Friday). **The main office number is 01865 617919/ 01865 617924**

If there is no answer on this number, please contact the National Perinatal Epidemiology Unit **(NPEU)** Reception on 01865 289700. If the DOLFIN study team are not able to help directly, reception will forward the query to the most relevant member of the Clinical Trials Unit (CTU) team.

Out-of-hours

In the case of **urgent out-of-hours** queries, please phone **0800 138 5451**. When a site calls this number (freephone), they will be put through to a call centre, which provides 24-hour emergency support. Sites will be asked for the following information before the query can be addressed:

- name of the person making the call
- the hospital name
- caller's full phone number
- the name of the trial (DOLFIN)

If the query is not urgent please email <u>dolfin@npeu.ox.ac.uk</u> or leave a message on the DOLFIN study answerphone 01865 617919.