**ITCC Recruitment Phone Call Topics / Questions**

*\*\* The questions below are to be reviewed during phone calls between recruiting study sites and the IMPACCT Trials Coordination Centre, to facilitate assessment of measures as outlined in the Study Recruitment Plan \*\**

1. **What recruitment activities have been conducted locally in the past two/four weeks?**
	1. Are these activities you had in place with previous [specify type (e.g. breathlessness)] studies?
	2. Are they new activities?
	3. How do your activities compare now to those that you did with past studies?
	4. What worked last time?
2. **Let’s review your pre-screens information:**
	1. How many pre-screens have been entered?
	2. Where are your pre-screens coming from? Are there other areas that you have approached, from which you have not received a referral?
	3. What at the major reasons for screen failure at your site?
	4. Are you familiar with the near miss policy?
3. **Networking: what avenues are open to the site that haven’t yet been explored?**
	1. Presentations, journal clubs, etc.
	2. Other clinical areas
	3. External consultants/[specify type (e.g. respiratory)] physicians
	4. Are there any private providers that might be interested in referring?
	5. Community service interactions
	6. [specify type (e.g. Pulmonary)] rehabilitation services
	7. Other clinical trials running
	8. Has the Principal Investigator undertaken any promotional/networking activities?
	9. Other resources: clinic cards, posters, rewards for referrals, etc.
4. **Site difficulties: are there events at the site that have reduced their capacity to recruit?**
5. Changes to staff, staff leave
6. Changes to the ward/service offerings
7. Other
8. **Sponsor support:**
	1. Is the level of support from the IMPACCT Trials Coordination Centre helpful?
	2. Are there other areas of support from the IMPACCT Trials Coordination Centre you would appreciate?
	3. Are there logistical issues with the conduct of the trial that you are grappling with?