The 3D Study:
Improving whole person care

Practice Agreement Form

This document summarises an agreement between practice staff and The 3D Study research team to facilitate the delivery of the 3D Study research activity at <INSERT PRACTICE NAME>.

More detailed information about the study and the tasks involved in participation are given in the Summary Practice Information Sheet, the Frequently Asked Questions document, and other documents contained in The 3D Study practice folder.

Upon entering into this agreement, The 3D Study research team commits to:

- Ensure that researchers work within the confines of their letter of access, issued by the relevant NHS Trust and are accountable to the local principal investigator whilst conducting activities related to the study.
- Ensure the research team operate according to Good Clinical Practice and Research Governance guidance and maintain privacy and confidentiality of all patients throughout the study period. The research team **will not** take any patient identifiable information from practice records without written consent from the patient being obtained.
- Ensure a process is in place for practices to claim financial reimbursement for conducting 3D Study research activity. The amount the practice can claim will be agreed by the NIHR Comprehensive Local Research Network and is detailed in the "Summary Practice Information Sheet".
- Keep practices informed about the study e.g. changes to the study.
- Provide practices with a copy of a report of the results at the end of the study.

[INSERT PRACTICE NAME] commits to:

- Permit members of the research team access to the practice to conduct activities necessary to carry out research, at times and dates agreed in advance with relevant practice staff.
- Ensure availability of appropriate staff members and equipment (e.g. access to a practice computer) to conduct records searches, carry out eligibility checks and prepare invitation and reminder mailings.
- Provide clinical support with checking eligible patients.
- The practice understands that this study is a cluster randomised trial. The practice will be allocated to either usual care or intervention group on completion of patient recruitment.
- If the practice is randomised to the intervention group:
    - practices must ensure that at least three quarters of the GPs and three-quarters of the practice nurses who will act as named GP or nurse for patients with multiple long term conditions attend two half days of training each, and any other GPs who cannot attend the training are well briefed by their colleagues. Training will be run locally over several days to allow some flexibility in choice of dates and so that clinicians can swop ideas with colleagues in other practices.
    - we request that clinicians and nurses are committed and cooperate with the intervention trainers and delivery team to implement the intervention as intended, including following strategies to maximise continuity of care and replacing reviews for individual conditions with the 6 monthly 3D review, seeking to carry out the 3D review in line with the 'whole person care approach' it encompasses.
    - Nominate a 'practice champion' who will act as the point of contact for the research team, promote and monitor progress of the intervention within the practice, and meet champions from other local practices on about 3 occasions to share ideas and good practice
    - ensure availability of receptionists to be trained and given the flexibility to offer extended appointments for patients with multimorbidities.
- Allow the study team to revisit the practice from time to time to monitor progress with the study and at the end of the RCT to collect data.
- Being willing to be involved in the process evaluation, if requested. This would include some direct observation, video recording of some consultations (with patient consent) and allowing staff to be interviewed about their experiences of delivering the study (only some practices will be asked to do this).
- Ensure all practice staff carrying out tasks on behalf of the study operate according to Good Clinical Practice and Research Governance guidance and maintain privacy and confidentiality of all patients throughout the study period.
- Contact the study team promptly if the practice identifies any issues or problems with the study.
- After agreeing to participate, the practice will not withdraw participation other than in very exceptional circumstances, as this would seriously damage the trial as a whole. The practice will discuss any concerns about the study with the Programme Manager or Principal Investigator prior to a decision to withdraw.

The practice nominates the following members of staff to take the lead for the 3D study:

Lead GP:_____

Practice Manager/Deputy Practice Manager:_____

Practice Nurse:_____

Lead administrator:_____

The practice nominates the following person as a direct point of contact for The 3D Study team:

Name _____ Direct Telephone No:_____

Email Address_____

- If any concerns or queries arise during the practice's participation in the study, please contact:

  <Local Researcher Name> - Local Study Researcher
  Direct telephone no: <phone number>
  Email address: <email address>

  <Local PI name> - Local Study Principal Investigator
  Direct telephone no: <phone number>
  Email address: <email address>

Name of researcher.....Signature……Date……

Name of practice representative.....Signature……Date……

One copy to be retained by the practice, one copy for The 3D Study research team