

PRACTICE LETTERHEAD

«Title» «Forename_s» «Surname»
«House_nameFlat»
«No_and_street»
«Village»
«Town»
«Postcode»

<Date>

Dear «Title» «Surname»,

Invitation to take part in the '3D' study on improving whole person care

Our GP practice is taking part in a study of different ways to manage the care of people who have several long-term health problems. I would like to invite you to take part.

The GP practices taking part in this study will be placed into two groups. One group of practices will continue with their usual way of organising care. The other group of practices will try out a new way. This new way will include:

- trying to ensure that patients with several long-term health problems see the same doctor each time whenever possible
- offering these patients a full check-up every 6 months to review all their problems together rather than having separate check-ups for each of their problems
- trying to simplify their drug treatments
- offering longer appointment times, where necessary

A research team from the Universities of Bristol, Manchester and Glasgow will compare whether the new way or the usual way of organising care works best.

I would like to invite you to take part in helping to find out which way is better. If you agree to take part in the study you will be asked to complete three questionnaires over the course of the next 12 months and to allow a member of the research team to access your medical records. The first questionnaire is included in this pack. The questionnaires ask about your experience of the care you receive from this practice, what effect it has on your health and what other NHS services you use. You will receive a £5 shopping voucher for each questionnaire that you complete and return.

If you agree to take part, and if our practice is chosen to try the new way of organising care, this is what we will be providing to you; otherwise the practice will continue to provide care in the usual way. If you agree to take part in the study it will mean that your views can be used to help decide which way of organising care works best.

If you would like to take part in helping to find out which way is better, please:

- fill in the green 'Consent form' and the yellow Questionnaire
- return both of these to the University in the envelope provided (no stamp is needed).

If you would prefer not to take part in this way, please:

- do not complete the questionnaire
- return the blank questionnaire in the envelope provided (no stamp needed). Please note that we will not be able to send you a £5 voucher if you return a blank questionnaire.

Returning a blank questionnaire does not reveal your name to the research team, but will ensure that the practice does not send you reminders.

The enclosed booklet gives more details about the study. If you have any questions, please feel free to contact <researcher name> at the University of <research site> on <researcher phone number>) or email <local research site email address> or contact <research contact> at the practice.

If you have a carer or someone who helps you, please ask your carer to:

- fill out the 'Carer contact form'
- post this Carer form back to us in the envelope provided, along with your consent form and questionnaire

If you are opening this letter on behalf of someone else because you are responsible for them, we would still like to include them.

- please contact the research team: <Local Research name> on <phone number> or <email>

Thank you for taking time to read about the study.

Yours sincerely,

[insert electronic signature]

Dr <Forename Surname>