

Operations Memo No. 4



VA COOPERATIVE STUDIES PROGRAM # 424

Clinical Outcomes Utilizing Revascularization and Aggressive DruG Evaluation

Date: May 25, 1999

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Subj: NCR and Non-NCR Forms

To: Study Personnel

Thru: Trial Leadership

At the beginning of the study NONE of the forms will be on Non Carbon Reproducing (NCR - three part forms) paper. The forms that we plan to have reproduced on NCR paper eventually are: FORMS 2-13, FORMS 16-19. No other forms will ever be on NCR paper.

The reason they are not being produced on NCR paper is so that you can field test the forms and the data for a couple of months. You need to let us know quickly if you do not understand any of the instructions or data items so that the form can be modified immediately.

What should you do meanwhile? We will try to provide you with a supply of forms that will last you for about 4 months. You should complete the forms, photocopy the completed forms twice, once for the patient's study file and once to send to the Study Co-Chairman's office. Mail the original completed form to West Haven. If the forms seem OK during the first 3 months we will have them printed in NCR pads and sent to you. That will take about another month.

The following will never be reproduced on the NCR paper :

1. Form 1: Screening Log
2. Form 02A: Angiography Worksheet
3. PACE material
4. Form 15: MEDFICTS
5. Checklists
6. Form 20b and 20f: Patient Economic Questionnaire(s)
7. Forms 21-25, and 27: Quality of Life forms

Items 1-5 on this list have been reproduced into pads and will be mailed to you shortly. The screening log is the only one of these you need to send to West Haven.

Item 6 – Patient Economic Questionnaire is a “teleform” form and after completion is FAXED to the Economic Core Lab with original placed in patient's study folder.

Item 7 - Quality of Life Forms are completed by the patient on the Pentablot. Master copies (“teleforms”) will be available for emergency use. **For both items 6 and 7 you MUST use a copy of the original master (because a photocopy of a copy will not FAX accurately).**

A master will be provided to you for Forms 1-19, the PACE material, and the checklists for use should you temporarily run out of the printed forms. You should put these masters in a safe place (such as the Essential Documents Binder).