NIHR | Research Delivery Network

Just in Time (JiT) Activation Scheme: site set up process

DAY 1 → **DAY 3**

1. Participant identified	2. Expression of interest	3. Receive full protocol	4. Confirming capacity, capability, responsbilities	5. Study-specific training	6. Signing of Study Contract	7. Site Activation / Participant contact
Clinician identifies a potentially **eligible participant**.	Clinician **emails PemOla Trial team ASAP** to express their interest to take part, cc'ing their R&D department and RRDN Study Support Team or equivalent in devolved administrations).	PemOla trial team sends the clinician study documentation incl. the **full protocol** by email.	Through **virtual meeting** or quick **email exchange**, the clinician, the PemOla trial team, and local R&D confirm the following points: 1. **Clinician** accepts responsibility and confirms they have skills & facilities to manage participant safely, according to protocol, and identifies site personnel. 2. **Trial team** sends additional materials (e.g. training videos; Case Report Forms). 3. **R&D Dept** confirms the Trust/organisation/Health Board has capacity and capability.	Site PI undergoes trial-specific **training** provided by the PemOla trial team remotely.	All parties sign the study **contract** (as in England, NI, Wales) or provision of NHS Management Permission (in Scotland).	Site activation is confirmed by PemOla Trial team, where possible within **3 working days** of participant identification. **Participant can be approached**, given the Participant Information Sheet, and arrangements can be made to seek **consent**.

For any queries or feedback regarding the Just In Time scheme, contact catherine.fleetwood-walker@nihr.ac.uk.
For information and queries specific to the Pemola Trial, contact cuh.pemola@nhs.net.