* [if applicable insert local NHS organisation logo]*

**SCRIPT VERBAL DECLARATION CONSULTEE**

*Study title: Prevalence of Pathogenic Antibodies in Psychosis 2 (PPiP2)*

***Note: This script is to be used when a consultee advises for their relative/friend/patient to take part in a research study but cannot attend in person and give written declaration for any reason.***

***Introduction****:* Hello, my name is [*researcher’s name*] and I am a researcher working in the department *<insert department>* at the *<insert institution*>. I’m doing research in psychiatry. Your relative/friend/patient <*name of the participant*> is eligible for our study but they are currently not able to give informed consent to take part. Their doctor/nurse informed you about my call. Thank you for agreeing to talk to me.

I believe their doctor/nurse invited you to act as their consultee in our research study called “PPiP2” and you indicated that you would like to talk to me. You received an information leaflet about what we would like you to do and how we would manage your relative’s/friend’s/patient’s information.

As you are not able to attend in person and indicated that would like to discuss the study over the phone/ video call so I will go through the study Participant Information Sheet for Consultee and Declaration Form for Consultee with you if you wish and record any questions or answers you might have. Are you happy for me to do this?

Would you like me to further explain the study to you and go through the Participant Information Sheet for Consultee?

**Record participant’s response:** Yes / No

***If yes, record any questions and responses given, below.***

***I will now be reading the questions on the Declaration Form for Consultee to you and recording your answers. Are you happy for me to do this?***

***If the answer is:***

***YES - ask the consultee to state their full name and read declaration statements 1-10 from the Declaration Form for Consultee and ask the consultee to respond verbally to each declaration statement;***

***NO - thank the consultee for their time and leave without collecting any data. Note that the consultee did not agree to proceed with involvement of their relative/friend/patient the study.***

Thank you very much for talking to me about our study.

**CONSULTEE VERBAL DECLARATION CONFIRMATION FORM**

**After explaining the study to the consultee and reading the PIS for Consultee and Declaration Form statements to them, I can confirm that the consultee advised that in their opinion their relative/friend/patient would have no objection to take part in the study.**

……………………………………………………………… …………………………….

Name of consultee Date of verbal declaration

Relationship to participant: …………………………..….

Name of participant: ……………………………………..

……………………………………………………………… …………………………….

Name of Person obtaining Consultee’s declaration Date

………………………………………………………………

Signature of person obtaining Consultee’s declaration

***If the consultee is happy to proceed with participation of their relative/friend/patient in the study procedures, provide details about blood sample collection (e.g. who, when and where will collect blood sample from their relative/friend/patient or when they have been collected and that you will obtain them (if required, under the Material Transfer Agreement or an appropriate agreement). Agree with the consultee the most convenient way to deliver their Verbal Declaration Form.***

Please provide your name and the most suitable contact details below so that I/a member of the research/clinical team can contact you to provide your Verbal Declaration Form.

Name: …………………………………………………………………….

Telephone Home: ……………………………………………………………………

Telephone Mobile: ……………………………………………………………………

Home Address: …………………………………………………………………...

Email: ……………………………………………………………………

Notes:……………………………………………………………………………………………………

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