

HORIZONS Sites performance management policy

Updates to Expressions of Interest (Eol)

- For sites that request an update to their Eol recruitment figures;
- Confirm that this is a true representation of the full eligible patient cohort and not reflective of the site's ability to recruit a percentage within that cohort.
 - If it is the former proceed with the below.
 - If it is the latter this does not meet the site requirements and discuss with the CI about de-selecting the site.
- If this is a revision of their NHL figure reductions of up to 50% are acceptable as the original Eol indicated NHL cohort would include all sub-types but was since clarified to Diffuse Large B Cell (DLBCL) NHL only, which is approximately half of these patients
- If this is a revision to their NHL figure of more than 50% move the site submission to the order point where their revised NHL figure fits in within the site set up calendar
- If the revision is to the breast and/or gynae cohort by more than 50% consider how this would fit in with NHL recruitment primarily then gynae and then breast and delay site set up if necessary

Delays to site set up

- The site set up process means all sites are aware of approximately when we will contact them to initiate the site set up process. As a reminder the month before the trial management team will contact the site (PI, research nurses listed on Eol and R&D contact) to confirm the specific submission date.
- Sites may suggest they do not have capacity on that specific date. If this is the case they need to agree another date within 2 months of that date if they are to be considered as a site. If they cannot commit to this refer to the CI if site set up should be pursued.

Recruitment metrics

- Review of performance is cohort specific within each site
- Sites are given 2 month grace period to start recruitment
- The below metrics should only be run on sites that have identified 5 eligible patients, to prevent percentage skew by low numbers
- If a site hasn't identified 5 eligible patients within 2 months refer back to their Eol to review if this is more than 50% less than stated target. If so use the site contact process below.

Percentage eligible approached

- Review sites performance based on percentage eligible approached. Sites recruitment figures run as a RAG report with the criteria
 - Green: 85% or more
 - Amber: 70 - 85%
 - Red: Below 70%
- For amber sites review reasons missed and look for trends. If obvious trend discuss with site.
- For red sites:
 - Review reasons missed and identify any trends.
 - Email research nurses raising concerns, including reasons missed listed by them in screening. Ask to identify reasons and if they deem them to be temporary or resolvable.

- If resolvable give 2 months and target for percentage approach. Request screening log return monthly. Re-run metrics in 2 months using figures from point of contact onwards.
 - If after 2 months figures have not met target email PI and research team to explain steps taken and request PI's input to achieve targets are met within a further month. Run metrics using figures from point of contact.
 - If site continues to fail to meet target raise to CI and consider withdrawal of site for cohort
- If not resolvable by research team raise directly to PI for request for input to make resolvable. If no solutions offered by PI raise to CI to consider withdrawal of site for cohort.

Percentage eligible consented

- As above but remove the "documents taken home" group from eligible and consented figures when calculating the percentage and using the RAG ratings;
 - Green: 80% or more
 - Amber: 65 - 80%
 - Red: Below 65%Which are lower to allow for patient preference.

Principles for application

Please note these are overarching principles and each site will be treated individually, with every effort made to support the team to meeting these recruitment objectives

The RAG parameters are subject to change based on how applicable they are to recruitment figures across sites