

Work Sampling Form to be completed by Health Trainers/Researchers on the EARS Trial

The EARS Trial is investigating the effectiveness and cost effectiveness of a Health Trainer delivered intervention for smokers wishing to cut down and increase their physical activity. As part of the trial we are estimating the resources used and the costs associated with delivering and supervising the intervention. To help us get a picture of the true resources that are used in providing the intervention, we ask that you provide us with some information on your working week. This information will be used to help ensure that an accurate figure for how much it will cost to deliver the intervention can be estimated.

This important information is collected for research purposes only, and will be used by the Trial Manager, Principal Investigator and the Health Economist.

We are using an approach called “work sampling”. For days that you work as a Health Trainer we would like you to record the amount of time that you use/spend on activities, regardless of whether this time is more or less than you contracted/paid work time. We want you to use the form provided to record, throughout the day, the amounts of time (in minutes) that you spend on each of the work categories.

This ‘work sampling’ approach is being used to capture the cost of delivering the intervention. We are aware that some of the work categories are for ‘research purposes’ only, however, we have used the categories listed to help identify these activities in the appropriate way. Please record all of the time you spend on EARS against these categories, using the form provided, using the ‘other’ category where needed.

Do not worry about keeping the sheet tidy, but please do try and give an accurate estimate of the amount of time you have spent. All the figures entered should be your estimate of time used in minutes. If you do not use time on a particular activity please enter a 0 (zero) in the box.

If you spend time on an activity not listed, please note the activity and the time under “Other” categories, giving brief detail where needed.

The form should only take a few minutes to complete, and should be completed over a two week period. Please do not change your normal EARs activities.

Thank you for your help

Health Trainer..... Week Commencing:.....		On days where you did not work on EARS please put a large cross (X) in the box													
		Mon...../.....		Tue...../.....		Wed...../.....		Thur...../.....		Fri...../.....		Sat...../.....		Sun...../.....	
Day:		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<ul style="list-style-type: none"> How many participants do you currently have in the intervention:.....control:..... 															
Time spent in minutes															
1. Contact with participants for data collection (including time spent collecting data within intervention sessions)															
2. Contact with Intervention participants solely for delivering intervention															
3. Time spent arranging appointments with existing CONTROL participants															
4. Time spent arranging appointments with existing INTERVENTION participants															
5. Administration time associated with research activity (i.e. accelerometer, CRF, recording equipment preparation etc. updating records/databases)															
6. Administration time associated with delivering the Intervention (i.e. typing up session notes, researching activities, making arrangements for PA, liaising with SSS, posting materials etc)															
7. Travel to and from appointment venues															
8. Recruiting (making calls, sending letters, attending meetings/groups)															
9. Contact with clinical supervisors															
10. Other activity - please describe:															
11. Other activity - please describe:															

Explanation of activities/categories

1. **Contact with participants for data collection (including time spent collecting data within intervention sessions)**

Includes time spent in person and on the telephone with participants. For control participants this would include the total session time; for intervention participants an estimate of how much of the contact time was spent on collecting data, *not* delivering the intervention content.

2. **Contact with Intervention participants solely for delivering intervention**

The amount of time spent in contact with intervention participants for delivering the intervention. (eg, a 30 minute phone call may consist of 15 mins data collection which would go in category 1, and 15 minutes delivering intervention content which would go in category 2)

3. **Time spent arranging appointments with existing CONTROL participants and week 16 intervention participants**

All time related to arranging sessions with control participants – including making phonecalls, sending texts/letters, time spent waiting for non-attenders.

4. **Time spent arranging appointments with existing INTERVENTION participants**

All time related to arranging sessions with intervention participants – including making phonecalls, sending texts/letters, time spent waiting for non-attenders.

5. **Administration time associated with research activity (i.e. accelerometer, CRF, recording equipment preparation etc, updating records/databases)**

Activities which are common to both control and intervention and are for research purposes.

6. **Administration time associated with delivering the Intervention (i.e. typing up session notes, researching activities, making arrangements for PA, liaising with SSS, posting materials etc)**

Activities which you complete only for intervention participants and not control participants.

7. **Travel to and from appointment venues**

Time associated with travelling to appointments.

8. **Recruiting (making calls, sending letters, attending meetings/groups)**

All time spent on recruitment activity (including administration and travelling time).

9. **Contact with clinical supervisors**

All time in meetings with supervisors, telephone contact time, and contact via email.

10. **Other activity - please describe:**

Any other activity which does not fit the categories above. Please describe as accurately as possible.