RaDaR e-consent Summary Sheet

Electronic consent is a secure and speedy way for sites to obtain remote patient consent via email. In person signing is also possible at the hospital using a tablet device. Site researcher can track the status of consent forms. Patients are sent supporting documents to read. When consent is signed, copies are sent to patient and site researcher. The e-Consent application is called DocuSign eSignature.

How do sites sign up?
- Notify RaDaR Team of staff members you wish to carry out e-Consent. User accounts will be created.
- Send your site NHS trust logo and contact details to RaDaR team. Localised electronic documents will be created.

User set up
- After site set up, users will be sent details to activate their account.
- When user first logs in, they should add signature from landing page and check user profile details top right.

Prior to e-consent
- Patient email address is required.
- Before e-consent is initiated, patient should be phoned to ensure informed consent and check patient details.
- Every e-consent issued has a cost implication therefore researcher should confident that patient wishes to take part.

Summary of e-consent process

1. Researcher makes contact with patient or parent/guardian and explains study.
2. Researcher checks/updates email address with what is held.
3. Researcher explains that consent form and information will be sent to them by email shortly.
4. Researcher logs into https://account.docusign.com/#/username
5. Researcher selects correct consent template in **Templates** tab, prefills field/s and sends.
6. The consent form completion status can be tracked within DocuSign under **Manage** tab.
7. Various reports are available under **Reports** tab to track actions.
8. Please note, the email sent to patient may go to spam folder. The sender address is: dse@eumail.docusign.net
9. The email sent to patient has a "Review Document" button they need to press. Patient reads the information and signs the consent form when ready (14-day expiry). Yellow "Start" or "Finish" button will take them straight to where they need to sign. They can draw or upload a signature.
10. Researcher countersigns the consent form (within Docusign if they are sender).
11. A notification email will be sent to the patient after the researcher signs form. Patient can then click link in email to download or print completed form.
12. Completed consents can be organised into custom folders with **Manage** page.
13. You can print completed consent form or save as PDF into folder on your network drive. Please print or save the last page as this where the consent form is.
14. **The researcher is free to recruit patient to RADAR once consent form is completed correctly.**