



Patient Evaluation Questionnaire

Research Nurse/ CNS Team Member Instructions

The Patient Evaluation Questionnaire is to be completed by all participants who are randomised to the Intervention Arm. Participants will complete the patient evaluation questionnaire at the end of their Virtual Group Workshop 2.

1. At the end of the virtual group workshop 2, the CNS Team member will email the **Patient Evaluation Questionnaire** to each of the participants in the group.

Separate emails should be sent to each participant and each email should only contain the one patient email address and other patients should not be cc'd into the email. For example, if 8 men have participated in the group workshop, the CNS Team member should email each participant individually by sending 8 separate emails to each of the men.

2. You should use the email address that the patient has provided on their MANCAN2 contacts details form.
3. **Before the questionnaire is emailed to the patient, please add the participant ID to each page and complete the first page (Site Name; Cohort and Participant Study Number). You should name the questionnaire 'MANCAN2 Patient Evaluation Questionnaire- Participant ID <insert ID number>'**
4. You should copy the below text into the body of each of your emails to the patients:

Subject Header: MANCAN2- Patient Evaluation Questionnaire- Participant ID <Enter Participant ID Number>

Dear <insert patient name>

Thank you for participating in mancan2. We hope that you found the mancan2 CBT booklet and workshops beneficial.

We are really interested in your views about your participation in the Trial over the last four weeks and ask if you could complete the attached **Patient Evaluation Questionnaire**. It should take approximately 5-10 minutes to complete. Your answers to the questions will really help to contribute to our understanding of how best to help men with prostate cancer who suffer with Hot Flashes and Night Sweats.

Even if you have not finished the MANCAN2 Booklet or attended both Group Workshops, we still would like to hear your views.

To complete your questionnaire, please follow the instructions below:

1. **Please open the attached questionnaire and complete electronically by clicking on the box next to the item that best describes your views.**



There are also boxes where we ask for further details. To add your comments just click in the box and type your views.

Please do **not** add your name, address (or any other personal details) to your questionnaire.

- 2. Once you have completed your questionnaire, please save the document on your computer.**
- 3. Once you have saved your completed questionnaire please reply to this email by attaching your questionnaire <insert email address of Site>.**

If you have any difficulty completing the questionnaire or any questions/ concerns, then please do let us know. If you are unable to complete your questionnaires electronically then just let us know and we can arrange to collect these over the telephone or we can post a copy out to you.

Thank you!

Best Wishes

<CNS Team Member Name>

<Email Signature>

- 4. Once the participant has emailed their questionnaire back to you please **save the questionnaire as a PDF and password protect the document.** You can create your own password.**

Subject: MANCAN2 – Thank You!

Dear <insert participants name>

Thank you for completing and returning your questionnaire to us.

You will receive your MANCAN2 6-week study questionnaires in approximately <insert time>. These will be posted out to you.

Meanwhile if you have any questions about the study, please contact the Southampton Clinical Trials team (mancan2@soton.ac.uk).

Thank you.

Best Wishes

<CNS Team member>

- 5. Once you have saved the PDF password-protected questionnaires on your Site shared drive, please delete the email from the participant.**
- 6. You should then send all 8 (or less if fewer have completed at this time) completed PDF, password protected to the SCTU Trial Manager. You should send the questionnaires via MANCAN2 Patient Evaluation Questionnaire (Intervention Arm) Site Instructions_V1 02 Oct 2021**
REC: IRAS ID: 304500



SafeSend. Please then send a separate email to mancan2@soton.ac.uk detailing the password to open the PDF.

To use Safesend

1. Go to safesend.soton.ac.uk
 2. Click the 'Drop-off button' and complete the required fields (your name, organisation, and your work email address). SafeSend will send an email to your email with a link for you to follow. Follow the link.
 3. Add the name: mancan2 and email mancan2@soton.ac.uk as your recipient. Click 'Add'. Then drag or click to add the participants PDF password-protected questionnaire, add a message if you like, then click 'drop-off files'. This will send the questionnaires securely to the research team at SCTU.
7. The SCTU Trial Manager will send an email to let you know that they have received the questionnaires and will send further instructions regarding the destruction of the questionnaires from your Site shared drive.