

ACORN-lite Site Preparation Checklist

Hospital Site Name	
Hospital Site Code	

Preparation

ACORN-lite Team Members:

Position	Name	GCP Training (Y/N/To be completed)
Site Lead		
Clinician(s)		
Nurse/RAs		
Laboratory Technician		

Site Prep Information

✓	Item	Date Completed	Name / sign
	Online site summary form completed		
	Laboratory Self-Assessment Completed		
	Diagnostic stewardship checklist completed		

Set-Up Decisions/Information

How we will identify surveillance participants?

✓	Option	Notes (time; contact person etc)
	Lab staff alerts surveillance staff	
	Surveillance staff checks with lab	
	Other	
Discharge time point data	From electronic HIS <input type="checkbox"/>	
	From Patient Notes <input type="checkbox"/>	Flag Used (sticker on chart) <input type="checkbox"/>
		Stored Separately (list location) <input type="checkbox"/>

Surveillance logbook info

Logbook Location (secure)

Participant Information

How will every patient with a new target organism BSI receive ACORN patient information sheet?

✓	Option	Notes
	Given by nursing staff	
	Given by ward admin	
	Given by surveillance team member	
	Other	

Information posters (at least one per acute care ward, plus extras like emergency, out-patient, admissions)

Poster	Location	Date Placed	Placed by name / signed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Random spot checks of posters/info sheets

How often?	
By whom?	

Basic Data Management Decisions:

1. Clinical data collection (select one only)

✓	Option	Notes
	Direct data entry into ACORN-lite REDCap database	
	Collection of data on paper case report forms (CRF), with subsequent data entry into the ACORN-lite REDCap database.	

Implementation

ACORN-lite orientation to clinical staff on wards

	Ward Name	Date	Given by name / signed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Any Other Information/Notes