

COMET | Case Report Form

Version 1.8 | Date: 10.05.2025

IMPERIAL

Study Centre Name:						
Randomisation Number:				3 Digits		
Subject ID:						6 Digits

1. Written informed consent obtained from parent?

☐ Yes ☐ No

2. Eligibility confirmed, and consent countersigned by medically qualified personnel on delegation log?

☐ Yes ☐ No

3. Screening and randomisation completed on Sealed Envelope (including eligibility, neurological assessment, date and time of birth)

☐ Confirmed

4. Treatment Allocation

☐ Normothermia
(Control)

☐ Cooling
(Intervention)

If allocated to Cooling		
Cooling start date and time:		DD/MM/YYYY / HH:MM
Baby's age at start of cooling:		Hours and minutes

Case Report Form Sections:

- 1 Delivery | Resuscitation
- 2 Maternal | Pregnancy
- 3 Admission | Transport
- 4 Temperature | Investigations
- 5 Hospitalisation | Discharge
- 6 Final Check | Sign-off

Full name of delegated staff completing this form:

Date CRF completed:

Signature:

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Section 1. Delivery | Resuscitation

1	Gestational age at birth:		Weeks + Days
2	Birth Weight:		grams
3	Head Circumference:		cm
4	Baby's Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
5	Apgar scores at 1, 5, and 10 minutes after birth: 1 min: _____ 5 min: _____ 10 min: _____		Write NA if not available
6	Details of resuscitation?		Tick all that apply
	<input type="checkbox"/> No resuscitation <input type="checkbox"/> Bag and Mask <input type="checkbox"/> Intubation <input type="checkbox"/> Medications		
	<input type="checkbox"/> Cardiac compression <input type="checkbox"/> Emergency Blood Transfusion <input type="checkbox"/> Other (specify): _____		

Section 2. Maternal | Pregnancy

1	Mother's Date of Birth:		DD/MM/YYYY
2	Please record the mother's pregnancy history below:		
	Gravida: _____ Parity: _____ Live Births: _____ Miscarriages/terminations: _____		
3	Was this a multiple birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Was the CTG abnormal before delivery?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known	
5	Did the mother receive intrapartum antibiotics?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known	
6	Was there meconium staining of amniotic fluid?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known	
7	Reduced fetal movements in 24h before birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known	
8	Was an umbilical cord blood gas available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known	
	If yes, record values: pH: _____ pCO ₂ (mmHg): _____ Base excess (mmol/L): _____ Lactate (mmol/L): _____		
9	Was a blood gas available within 1 hour of birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, type (tick one): <input type="checkbox"/> Arterial <input type="checkbox"/> Venous <input type="checkbox"/> Capillary		
	Record values: pH: _____ pCO ₂ (mmHg): _____ Base excess (mmol/L): _____ Lactate (mmol/L): _____		
10	Mode of birth (tick one): <input type="checkbox"/> Elective LSCS <input type="checkbox"/> Spontaneous vaginal delivery		
	<input type="checkbox"/> Instrumental vaginal delivery; if ticked, please specify clinical indication: _____		
	<input type="checkbox"/> Emergency LSCS; if ticked, please specify clinical reason: _____		

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11	Prolonged rupture of membranes (>24hrs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known
	Were there any intrapartum sentinel events?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known
12	If yes, specify (tick all that apply): <input type="checkbox"/> Shoulder dystocia <input type="checkbox"/> Head entrapment <input type="checkbox"/> Uterine rupture <input type="checkbox"/> Umbilical cord prolapse <input type="checkbox"/> APH - Abruptio <input type="checkbox"/> Uterine dehiscence <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> APH - Placenta previa <input type="checkbox"/> APH - Vasa previa <input type="checkbox"/> APH - Unknown	
13	Please tick all maternal complications that were present during the current pregnancy <input type="checkbox"/> Gestational hypertension <input type="checkbox"/> Chronic hypertension <input type="checkbox"/> Liver disorders <input type="checkbox"/> Hyperthyroidism <input type="checkbox"/> Eclampsia <input type="checkbox"/> Hypothyroidism <input type="checkbox"/> Asthma <input type="checkbox"/> Urinary tract infection <input type="checkbox"/> Cardiac Disorders <input type="checkbox"/> None <input type="checkbox"/> Other (specify): _____	

Section 3. Admission | Transport

1	Where was the baby born? (tick one):	<input type="checkbox"/> Home <input type="checkbox"/> SCBU <input type="checkbox"/> LNU <input type="checkbox"/> NICU If born in NICU, skip questions 2 & 3 below.	
	Was the baby transferred to a cooling centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	If yes, what was the reason for transfer?	<input type="checkbox"/> Cooling <input type="checkbox"/> Other (specify): _____	
	Date/time baby left birth hospital:		DD/MM/YYYY; HH:MM
3	Name of birth Hospital (SCBU or LNU)		

Section 4. Temperature | Investigations

Neonatal Unit Admission Date & Time		DD/MM/YYYY; HH:MM
Baby's Temperature at Admission:		Temperature (°C)

Instructions for completing the Temperature Observation Table on the next page:

Time zero = randomisation time. Record all observations relative to time since randomisation.

- **Rectal Temperature:** Hourly recording is only required for babies in the Cooling arm
- **Axillary temperature:** For both trial arms record hourly for the first 4 hours, then every 4 hours
Note: If axillary temperature is >37.5°C or <36°C, confirm with a rectal temperature.
- **Heart Rate:** For both trial arms record hourly for the first 4 hours, then every 4 hours

For ease of documentation, the first hourly observation can be rounded up to the next full hour. If a measurement is not available or not done, enter "NA" (Not Available) or "ND" (Not Done).

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4.1. Temperature Observation Table | Please read instructions on the previous page first

Date DD/MM/YY		Time (HH:MM) please pre-fill	Temperature (°C)		Heart Rate (bpm)
			Rectal	Axillary	
0		Randomisation Time :			
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2					
3					
4					
5					
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Please continue data collection on the following page

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4.1. Temperature Observation Table | Continued from previous page

Date <i>DD/MM/YY</i>		Time (HH:MM) <i>please pre-fill</i>	Temperature (°C)		Heart Rate (bpm)
			Rectal	Axillary	
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62					
63					
64					
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71					
72					
73					
74					

Date <i>DD/MM/YY</i>		Time (HH:MM) <i>please pre-fill</i>	Temperature (°C)		Heart Rate (bpm)
			Rectal	Axillary	
75					
76					
77					
78					
79					
80					
At 80 (±6) hours, do the Expanded Modified Sarnat Staging on page 6					
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82					
83					
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4.2. Expanded Modified Sarnat Staging at 80 (± 6) hours since randomisation

Each category in the table must have its severity level indicated, circle the appropriate column like this:



Name of neurological assessor:			(This field must be completed)			
Date:		DD/MM/YY	Level of Severity			
Time:		HH:MM	NORMAL	MILD	MODERATE	SEVERE
Categories (Total of 6)	1. Level of consciousness		Alert, Responsive to external stimuli when awake.	Hyper-alert, has an Exaggerated response to minimal stimuli, has a stare, is inconsolable.	Lethargic – i.e. delayed but complete response to a stimulus.	Stupor/coma
	2. Spontaneous activity		Active (Changes position when awake)	Slightly reduced activity	Markedly reduced activity	Absent
	3. Posture		Predominantly flexed when quiet	Mild flexion of distal joints (fingers and wrist usually)	Complete extension, frog legged (complete abduction) moderate flexion of distal joints	Decerebrate or decorticate
	4. Tone		Strong flexor tone in all extremities, including at the hip	Slightly increased peripheral tone in limbs	Hypotonia/floppy (focal or general) or Hypertonia (peripheral + truncal)	Flaccid or Rigid
	5. Primitive reflexes (only count the highest level of severity out of the two sub-categories)	Suck	Strong, easy to elicit	Weak suck	Suck has a bite	Absent
		Moro	Complete	Low threshold to elicit	Incomplete or delayed response	Absent
	6. Autonomic system (only count the highest level of severity out of the three sub-categories)	Pupils	In dark: 2.5-4.5 mm. In light, reactive: 1.5-2.5 mm	Dilated (Mydriasis)	Constricted (Miosis) and reacting to light	Deviation/ Fixed dilated/asymmetric/ non-reactive to light
		Heart rate	100-160 bpm	Tachycardia (HR>160 bpm)	Bradycardia (HR<100 bpm)	Variable HR
		Respiration	Breathing spontaneously	Tachypnoeic (RR >60/min) or requiring supplemental oxygen	CPAP or High flow	Apnoea or requires ventilator
Total Score (count the number of the circles in each column)						
The total across all four columns must always be 6.						

Please note:

- The level of encephalopathy will be assigned based on which level of 9 signs (mild, moderate or severe) predominates among the 6 categories.
- If moderate and severe categories are equally distributed, the designation is then based on the highest level in level of consciousness.
- Any neonates with seizure should be classified as moderate or severe encephalopathy depending on the neurologic exam.
- The spectrum of mild encephalopathy may vary between 2 categories under mild and 4 under normal (mildest end) to two categories under moderate or severe and remaining under mild (severe end).

Detailed guidance is provided in the COMET Trial Expanded Modified Sarnat Staging SOP

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Do not leave any fields blank. If a measurement is not available or not done, enter “NA” (Not Available) or “ND” (Not Done).

Important: Only record blood test results if they were taken as part of routine clinical care. Do not perform additional blood tests for research purposes.

4.3 Blood Counts + Electrolytes

Investigation	Baseline (0–6h)	Day 1 (24h ±4h)	Day 2 (48h ±4h)	Day 3 (72h ±4h)
Hb (g/L)				
WBC (×10 ⁹ /L)				
Platelets (×10 ⁹ /L)				
CRP (mg/L)				
Na (mmol/L)				
K (mmol/L)				
Ca++ (mmol/L)				
Glucose (mmol/L)				

4.4. Blood gas + clotting + organ function markers

Investigation	Baseline (0–6h)	Day 1 (24h ±4h)	Day 2 (48h ±4h)	Day 3 (72h ±4h)
pH				
pCO ₂ (kPa)				
pO ₂ (kPa)				
ABE (mmol/L)				
Lactate (mmol/L)				
PT (sec)				
APTT (sec)				
INR				
Urea (mmol/L)				
Creatinine (μmol/L)				
Troponin (ng/L)				
ALT (U/L)				
CPK MB (U/L)				

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4.5. Anti-Seizure Medication (ASM) use				
Did baby receive any anti-seizure medication?		<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, complete the table below)		
ASM	Baseline (0–6h)	Day 1 (24h ±4h)	Day 2 (48h ±4h)	Day 3 (72h ±4h)
Phenobarbitone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phenytoin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Levetiracetam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Midazolam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lignocaine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pyridoxine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.6. Inotropes	
Did the baby receive any inotropes during their hospital stay?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify (Tick all that apply and specify the total duration of use in hours):	
<input type="checkbox"/> Dopamine _____ hrs. <input type="checkbox"/> Noradrenaline _____ hrs. <input type="checkbox"/> Milrinone _____ hrs. <input type="checkbox"/> Dobutamine _____ hrs.	
<input type="checkbox"/> Adrenaline _____ hrs. <input type="checkbox"/> Vasopressin _____ hrs.	

4.7. Respiratory Support: Type, Timing, and Duration	
Was any respiratory support given?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify (Tick all that apply and specify the total duration of use in hours):	
<input type="checkbox"/> Low Flow Nasal Cannula _____ hrs. <input type="checkbox"/> High Flow Nasal Cannula _____ hrs.	
<input type="checkbox"/> Continuous Positive Airway Pressure (CPAP) _____ hrs. <input type="checkbox"/> Mechanical Ventilation _____ hrs.	
<input type="checkbox"/> Nasal Intermittent Positive Pressure Ventilation (NIPPV) _____ hrs.	

4.8. Rewarming		
1	Did the baby undergo Cooling during hospitalisation?	<input type="checkbox"/> Yes → complete rewarming section <input type="checkbox"/> No → Skip to next section
2	If yes, indicate reason for cooling: <input type="checkbox"/> Allocated to cooling (intervention arm) <input type="checkbox"/> Clinically cooled despite allocation to Normothermia. Specify reason: _____ and the cooling start date (DD/MM/YYYY): _____ and start time (HH:MM): _____	
3	Rewarming start date and time?	DD/MM/YYYY HH:MM
4	Date & time Rectal Temperature >36.5°C ?	DD/MM/YYYY HH:MM
5	Age of baby at start of rewarming?	Age in hours, HH:MM

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Section 5. Hospitalisation | Discharge

5.1. Neonatal Seizures and Monitoring

1	Was a video of the neurological exam recorded and sent to Imperial?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If No, specify reason:		
2	Was the aEEG trace recorded and sent to Imperial?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If No, specify reason:		
3	Did the baby have seizures after randomisation?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, was an aEEG taken after seizure and the trace sent to Imperial?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	What was the baby's age at seizure onset?		<i>Age in hours, HH:MM</i>
	Total duration of ASM use during hospital stay		<i>In days, DD</i>
	Were antiepileptic medications continued at discharge?		<input type="checkbox"/> Yes <input type="checkbox"/> No

5.2. Feeding

1	Baby's age when trophic (enteral) feeds were first given		<i>Age in days, DD</i>
2	Baby's age when full breast/bottle feed established		<i>Age in days, DD</i>
3	Was the baby exclusively breastfed at discharge?		<input type="checkbox"/> Yes <input type="checkbox"/> No

5.3. Infection

1	Was there a blood culture-positive sepsis?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, state the name of causative organism		
2	Was a lumbar puncture performed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, what was the result?		<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal
	If Abnormal, give description:		
3	Was there clinical sepsis with negative blood and CSF cultures?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, what was the suspected site of infection?		
	<input type="checkbox"/> Chest infection <input type="checkbox"/> NEC (necrotising enterocolitis) <input type="checkbox"/> Skin infection <input type="checkbox"/> Other (please specify): _____		
4	Did the baby receive intravenous antibiotics?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, what was the duration of antibiotic therapy?		<i>in days, DD</i>

5.4. Transfusions

1	Thrombocytopenia requiring platelet transfusion?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please state baby's age at transfusion		<i>Age in hours, HH:MM</i>
2	Coagulopathy requiring blood products?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please state baby's age at transfusion		<i>Age in hours, HH:MM</i>

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5.5. Surgical Interventions

1	Did the baby undergo any surgical or skin procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please provide details:	
2	Did the baby develop subcutaneous fat necrosis?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5.6. Medication Record: Administration and Duration

Tick if given. Record total number of days administered.

Drug Name	Given?	Duration (Days)	Drug Name	Given?	Duration (Days)
Morphine	<input type="checkbox"/> Yes <input type="checkbox"/> No		Colistimethate sodium	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fentanyl	<input type="checkbox"/> Yes <input type="checkbox"/> No		Levofloxacin	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Nevirapine	<input type="checkbox"/> Yes <input type="checkbox"/> No		Vancomycin	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zidovudine	<input type="checkbox"/> Yes <input type="checkbox"/> No		Liposomal Amphotericin B	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Nitric oxide	<input type="checkbox"/> Yes <input type="checkbox"/> No		Sodium benzoate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parenteral nutrition	<input type="checkbox"/> Yes <input type="checkbox"/> No		Carnitine	<input type="checkbox"/> Yes <input type="checkbox"/> No	

5.7. Diagnostic Tests and Imaging

Tick if done. Record total number times performed.

Investigations	Done?	Times performed	Investigations	Done?	Times performed
Cranial ultrasound	<input type="checkbox"/> Yes <input type="checkbox"/> No		Echo	<input type="checkbox"/> Yes <input type="checkbox"/> No	
CT scan	<input type="checkbox"/> Yes <input type="checkbox"/> No		EEG	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ultrasound	<input type="checkbox"/> Yes <input type="checkbox"/> No		ECG	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		X-Ray	<input type="checkbox"/> Yes <input type="checkbox"/> No	
MRI scan	<input type="checkbox"/> Yes <input type="checkbox"/> No		Date of MRI (if done)		DD/MM/YYYY

☐ No investigations performed

5.8. Specialist Reviews

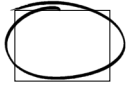
For this section, “specialist” refers to any consultant-level doctor or specialist nurse (e.g., neurologist, cardiologist, metabolic specialist) providing a formal clinical review during the baby’s hospital stay. ☐ No specialist reviews were performed.

Specialist Type	Done?	Number of Reviews/Comments
Neurologist	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cardiologist	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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5.9. Expanded Modified Sarnat Staging before Discharge

Each category in the table must have its severity level indicated, circle the appropriate column like this:



Name of neurological assessor:			(This field must be completed)			
Date:		DD/MM/YY	Level of Severity			
Time:		HH:MM	NORMAL	MILD	MODERATE	SEVERE
Categories (Total of 6)	1. Level of consciousness		Alert, Responsive to external stimuli when awake.	Hyper-alert, has an Exaggerated response to minimal stimuli, has a stare, is inconsolable.	Lethargic – i.e. delayed but complete response to a stimulus.	Stupor/coma
	2. Spontaneous activity		Active (Changes position when awake)	Slightly reduced activity	Markedly reduced activity	Absent
	3. Posture		Predominantly flexed when quiet	Mild flexion of distal joints (fingers and wrist usually)	Complete extension, frog legged (complete abduction) moderate flexion of distal joints	Decerebrate or decorticate
	4. Tone		Strong flexor tone in all extremities, including at the hip	Slightly increased peripheral tone in limbs	Hypotonia/floppy (focal or general) or Hypertonia (peripheral + truncal)	Flaccid or Rigid
	5. Primitive reflexes (only count the highest level of severity out of the two sub-categories)	Suck	Strong, easy to elicit	Weak suck	Suck has a bite	Absent
		Moro	Complete	Low threshold to elicit	Incomplete or delayed response	Absent
	6. Autonomic system (only count the highest level of severity out of the three sub-categories)	Pupils	In dark: 2.5-4.5 mm. In light, reactive: 1.5-2.5 mm	Dilated (Mydriasis)	Constricted (Miosis) and reacting to light	Deviation/ Fixed dilated/asymmetric/ non-reactive to light
		Heart rate	100-160 bpm	Tachycardia (HR>160 bpm)	Bradycardia (HR<100 bpm)	Variable HR
		Respiration	Breathing spontaneously	Tachypnoeic (RR >60/min) or requiring supplemental oxygen	CPAP or High flow	Apnoea or requires ventilator
Total Score (count the number of the circles in each column)						
The total across all four columns must always be 6.						

Please note:

- The level of encephalopathy will be assigned based on which level of 9 signs (mild, moderate or severe) predominates among the 6 categories.
- If moderate and severe categories are equally distributed, the designation is then based on the highest level in level of consciousness.
- Any neonates with seizure should be classified as moderate or severe encephalopathy depending on the neurologic exam.
- The spectrum of mild encephalopathy may vary between 2 categories under mild and 4 under normal (mildest end) to two categories under moderate or severe and remaining under mild (severe end).

Detailed guidance is provided in the COMET Trial Expanded Modified Sarnat Staging SOP

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5.10. Neurological Examination at Discharge

Tick ND if not done

1	Persistent asymmetric tonic neck reflex (>30 sec)	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> ND
2	Clonus (sustained)	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> ND
3	Fisted hand	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> ND
4	Abnormal movements	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> ND
5	Gag reflex	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> ND
6	Stage of Encephalopathy	<input type="checkbox"/> Normal <input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> ND

5.11. Hospitalisation Summary

1	Days of care: Intensive Care _____ ; High Dependency Care _____ ; Special Care _____ ; Neonatal Transitional Care _____ ; Postnatal Care _____ ; PICU _____		
2	Total duration of hospital stay (birth to discharge)		<i>In days, DD</i>
3	Final discharge destination?	<input type="checkbox"/> Hospice/Care home <input type="checkbox"/> Home <input type="checkbox"/> Other (specify):	
4	Final discharge date?		<i>DD/MM/YYYY</i>
5	Number of hospitals providing neonatal care before discharge?		

Section 6. Final Check | Sign-off

6.1. Protocol Deviations / Violations / SAEs

1	Any deviation or violation prior to discharge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, logged in deviation tracking log?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
2	Any serious adverse event (SAE) prior to discharge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, SAE form completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

6.2. PI Review and Approval

Principal Investigator (full name)			
PI signature			
Date		<i>DD/MM/YYYY</i>	

Please submit the completed and signed CRF to the central trial team promptly.
All data queries should be resolved within 48 hours of receipt.