

**Burn Model System  
National Data and Statistical Center**

**STANDARD OPERATING PROCEDURE (SOP) #107**

<b>SOP #107</b>	<b>Title:</b> Handling Endorsed Suicidal Ideation During Data Collection	
<b>Approved:</b> BMS Project Directors	<b>Effective Date:</b> 4/1/2015	
<b>Attachments:</b> None	<b>Revised Date:</b>	
<b>Forms:</b> None	<b>Review Date:</b> 2/5/2021	
<b>Review Committee:</b> BMS Project Directors		

**Introduction:**

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The Burn Model System (BMS) Centers use an established set of rules for handling participants who endorse suicidal ideation (SI) at discharge and follow-up.

**Purpose:**

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To have a procedure in place for data collectors to provide assistance for interview participants, as appropriate, if SI events arise during data collection.

**Scope:**

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BMS and BMS longitudinal follow-up centers that collect follow-up data for the NDB.

**Responsibilities:**

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BMS staff responsible for Form I and Form II data collection for the NDB (e.g., BMS researchers or clinicians, research assistants, study coordinators).

**Procedures:**

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In the process of collecting discharge and follow-up data for national database (NDB) cases, participants may describe an emotional condition that could have direct or developing consequences, such as comments reflecting a desire for self-harm. In such situations, appropriate steps should be taken to guard the health and welfare of the research participant.

Therefore, each center must establish a procedure for data collectors to employ in this situation to ensure that appropriate assistance is available to the data collector and to the research participant. The specific steps taken may be different from center to center based on the services and staff available.

**Training requirements:**

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Each center is responsible for training data collection personnel regarding their specific procedure.

**Compliance:**

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During site visits, NDSC staff will confirm that the procedure exists and that staff have been trained regarding the procedure. There is no need to file the procedure with the NDSC.

**References:**

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Traumatic Brain Injury Model System Standard Operating Procedure #108: Handling Unexpected Events at Follow-up.

**History:**

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None

**Review schedule:**

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At least every 5 years.