

# UK BIOBANK

## Reception

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Version 1.0

**UK Biobank**  
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This manual details the Reception process at an Assessment Centre of the UK Biobank.

# Reception

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## 1. Introduction

**1.1:** This manual details the Reception process at an Assessment Centre of the UK Biobank. This takes place at the 1st “station” of the Assessment Centre visit, as listed in Table 1.

**Table 1:** Sequence of assessment visit

	Visit station	Assessments undertaken
1	Reception	<ul style="list-style-type: none"> <li>Welcome &amp; registration</li> <li>Generating a USB key for Participants</li> </ul>
2	Touch screen Section	<ul style="list-style-type: none"> <li>Consent</li> <li>Touch screen questionnaire</li> <li>Hearing Test</li> <li>Cognitive function tests (Shape, Pairs, Fluid Intelligence, Snap)</li> </ul>
3	Interview & blood pressure	<ul style="list-style-type: none"> <li>Interviewer questionnaire</li> <li>Blood pressure measurement</li> <li>Measurement of arterial stiffness (Pulse Wave Velocity)</li> </ul>
4	Eye measurements	<ul style="list-style-type: none"> <li>Visual acuity</li> <li>Refractometry</li> <li>Intraocular pressure</li> <li>Optical Coherence Tomography (Retinal Imaging)</li> </ul>
5	Physical measurements	<ul style="list-style-type: none"> <li>Height (Standing and Sitting)</li> <li>Hip &amp; Waist measurement</li> <li>Weight and Bio-impedance (Body Composition) measurement</li> <li>Hand-grip strength</li> <li>Ultrasound Bone Densitometry</li> <li>Spirometry (Lung function test)</li> </ul>
6	Cardio (Physical fitness)	<ul style="list-style-type: none"> <li>Exercise ECG (Cycling)</li> </ul>
7	Sample collection & exit	<ul style="list-style-type: none"> <li>Blood samples collected</li> <li>Urine sample sought</li> <li>Saliva sample sought</li> <li>Consent &amp; result summary printed</li> <li>Travel expense claim provided</li> </ul>
8	Web-based diet questionnaire	<ul style="list-style-type: none"> <li>Dietary assessment</li> </ul>

**1.2:** Throughout this document, the term “Participant” signifies a study participant who is taking part in the Assessment Centre process, regardless of whether they eventually give or withhold consent to take part in the UK Biobank study.

**1.3:** The collection of data from assessment visits uses the direct data entry system of the Assessment Centre Environment (ACE). This has five components ([Assessment Centre Environment](#)), of which Porto operates the Reception and Exit stations of the assessment visit.

**1.4:** At the start of their visit, each participant is issued with a USB Key at the Reception station. This USB Key acts as a participant identifier (it contains Participant ID, name, date of birth and gender) and as a temporary storage device for the recorded data. As the participant progresses between stations, the USB key acts as an identifying token and also as a data transfer mechanism. At the Reception & Exit module, all data on the USB key is removed, after it has been backed up to the Assessment Centre head PC.

## 2. Reception procedure

**2.1:** Prior to their visit, the participant will have received an Invite letter <http://www.ukbiobank.ac.uk/docs/participantinviteletter.pdf>, (2-sided) with provisional appointment date and time, a Participant Information Leaflet (PIL) <http://www.ukbiobank.ac.uk/docs/BIOINFOBK14920410.pdf>, and a Postal reply form (Pre-paid 2<sup>nd</sup> class). After replying to this they will have received a Confirmation letter (2-sided), the Pre-Assessment Questionnaire <http://www.ukbiobank.ac.uk/docs/preassessmentquestionnaire.pdf>, (printed on reverse of letter) and an Assessment Centre location map with travel directions.

**2.2:** The participant is welcomed and asked for their name, time of appointment and whether they have brought their invitation letter. The receptionist asks whether the participant has read the PIL and if they are willing to give a blood sample. The receptionist then outlines the structure of the visit, and checks that the participant understands.

**2.3:** The receptionist logs the participant's arrival for their appointment onto the Porto system of ACE, scanning the 9-digit Personal Identification (PID) code found on the participant's confirmation letter. Identity is further confirmed using their name, gender and date of birth, and by verifying their personal details. Phone number and e-mail address are also requested. The participant is invited to check the on-screen details are correct.

**2.4:** A blank USB key is loaded with the participant's personal details and is handed to them, with the request that they should keep it with them for the duration of their visit. The participant then continues to the [Consent](#) procedure, which is undertaken at a touch-screen station.

**2.5:** If the participant fails to complete their visit, the receptionist (or other staff member) runs the "Conclude" program on the Porto system. The staff and participant IDs are confirmed, and the reason for the visit termination is entered in as much detail as possible. The participant's USB key is automatically erased on the operation of the Conclude program.

**2.6:** If the participant's details are not found on the Porto system and they have not brought their confirmation letter, their PID cannot be confirmed so they cannot proceed with their visit.