

Central coordination

- Website administration
- Communication with national coordinators and local leaders
- Register of hospitals, local coordinators and local teams
- Intermediate communication with Latin American leaders, patients and hospitals that are willing to participate
- Created account for local investigators
- Supervise sites for data collection week
- Publicity of the study

National coordinators

- **Recruit local leaders**
- Provide national ethical approval
- Help to obtain study approval for each local hospital
- Keep communication with local leaders
- Keep list of sites and local teams
- Ensure and keep local ethical approval documents
- Engage with sites for data collection week
- Publicity of the study

Local coordinators

- Provide leadership for the study in their institution
- Ensure all relevant regulatory approvals are in place for their institution.
- Basic data describing hospital uploaded once to website
- Inform and send the local ethical approval to central coordination (admin@lasos-study.org)
- Inform and register the local team on website
- Ensure adequate training of all relevant staff prior to data collection
- Decide about the week for data collection
- Supervise daily data collection and assist with problem-solving
- Act as guarantor for the integrity and quality of data collected
- Ensure timely completion of eCRFs by supervising local data entry
- Communicate with the relevant national coordinator
- Review and sign data-sharing agreement at time of site opening.