MTN-042/DELIVER
Infant Photo Guide

Version 1.0, 6FEB2020

deliver

Required Images and Naming Conventions

Anatomical Location		File Naming Convention
Front view of face/neck and upper torso	→	PTID_DDMMMYYYY_facenecktorso
Rear view of head/neck and upper back	→	PTID_DDMMMYYYY_headneckback
Left lateral view of face/head/neck	→	PTID_DDMMMYYYY_leftfaceneck
Right lateral view of face/head/neck	→	PTID_DDMMMYYYY_rightfaceneck
Front view of infant (full body; unclothed)	→	PTID_DDMMMYYYY_fullbodyfront
Rear view of infant (full body; unclothed)	→	PTID_DDMMMYYYY_fullbodyrear
Dorsal (top) view of hands	→	PTID_DDMMMYYYY_dorsalhands
Palmar view of hands	→	PTID_DDMMMYYYY_palmhands
Dorsal (top) view of feet	→	PTID_DDMMMYYYY_dorsalfeet
As many views possible of suspected congenital anomaly	→	Name accordingly: PTID_DDMMMYYYY_front[sites to specify] PTID_DDMMMYYYY_rear[sites to specify] PTID_DDMMMYYYY_left[sites to specify] PTID_DDMMMYYYY_right[sites to specify]

Photos should only be taken if mother has provided informed consent.

Tips for taking photos

- ✓ **Mother should be present**
- ✓ **Keep baby warm**
- ✓ **Easiest when baby is fed and calm**
- ✓ **Don't force any positions**
- ✓ **Extra lighting may be needed; use flash if available**
- ✓ **Solid Background in preferred**
- ✓ **Take extra views and select the best for uploading**
- ✓ **Extra lighting may be needed; use flash if available**

Front view of head/neck and upper torso

Rear view of head/neck and upper back

PTID_DDMMMYYYY_facenecktorso

PTID_DDMMMYYYY_headneckback

Left lateral view of face/head/neck

Right lateral view of face/head/neck

PTID_DDMMMYYYY_leftfaceneck

PTID_DDMMMYYYY_headneckback

Front view of infant (full body; unclothed)

Rear view of infant (full body; unclothed)

PTID_DDMMMYYYY_fullbodyfront

PTID_DDMMMYYYY_fullbodyrear

Dorsal View of Hands

PTID_DDMMMYYYY_dorsalhands

PTID_DDMMMYYYY_palmhands

Dorsal (top) view of feet

PTID_DDMMMYYYY_dorsalfeet

Suspected Congenital Anomaly

Capture as many views as possible and name accordingly:
PTID_DDMMMYYYY_front[sites to specify]
PTID_DDMMMYYYY_rear[sites to specify]
PTID_DDMMMYYYY_left[sites to specify]
PTID_DDMMMYYYY_right[sites to specify]

Instructions for Saving and Upload

1. Any photographs obtained must be stored and managed as part of the infant's medical record as source documents. Digital images should be backed up as a certified copy onto CD (or alternative format)
   - Signed/date/verify as exact copy of the original
   - Label with the PTID
   - Stored with participant records per site Source Doc SOPs

2. Upload photos to Medidata RAVE using the **Photographic Survey CRF**. For further details on CRF completion, see SCHARP CRF Completion Guidelines (CCGs) available on the MTN-042 Atlas website: https://atlas.scharp.org/cpas/project/MTN/042/begin.view?

3. After upload and backup of image files for storage in the participant record is confirmed, image files should be removed/deleted from the camera storage device (e.g. SD card).