Clinical Site Monitoring

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Clinical Monitoring Contractor

- Contracted to PPD from Wilmington, North Carolina
- PPD Clinical Monitoring Group is staffed by Clinical Research Associates (CRAs) with a background in the health sciences and training in monitoring of clinical trials and all applicable regulations.
ICH E6 GCP(5.18.1):

a) Verify that the “rights and well-being of the subjects are protected”.

b) Ensure that the “reported trial data are accurate, complete, and verifiable from source documents”.

c) Ensure that the trial is conducted in “compliance with the currently approved protocol/amendments, with GCP, and with applicable regulatory requirement”.
Objectives of Monitoring

2) Ensure protocol enrollment eligibility criteria are met. (Note: DMID allows NO Inclusion/Exclusion exceptions)
3) Ensure database entry is complete and consistent between Case Report Forms and Source Documents.
4) Ensure Test Article Accountability is handled and accurately documented per DMID IP procedural guidelines.
Objectives of Monitoring: Continued

5) Ensure Laboratory procedures are documented per current SOP’s and QA policies.

6) Ensure specimen storage per protocol.

7) Ensure compliance of all Essential Regulatory Documents per regulations (i.e., DMID, ICH/GCP, Federal).
Types of Monitoring Visits/Activities

- Pre-Site Visit Questionnaire
- Site Assessment Visit
- Study Initiation Visit
- Interim Monitoring Visit
- Close Out Visit
- Site Management Call
- Specialized Lab Audits
Site Assessment Visit

Completed when a site is identified for participation in a DMID-sponsored clinical trial

Purpose is to assess:

- Site resources – facility, staffing, clinical trials experience, and population demographics
- Feasibility – ability to accrue subjects and conduct DMID-sponsored studies
- Site needs for training, support and monitoring
Study Initiation Visit

- A meeting prior to the official start of a clinical trial to discuss all aspects of the protocol, the day-to-day conduct of the protocol and the related clinical trial documents.
- To review the site allocation of personnel responsibilities.
- An opportunity to establish the groundwork for a successful clinical trial.
Interim Monitoring Visits: Visit Scheduling

- First monitoring visit will be scheduled based on the risk profile of the study.
- Subsequent monitoring visits will then take place as outlined in the Clinical Monitoring Plan.
- The CRA will contact the appropriate site personnel to identify tentative visit dates.
Interim Monitoring Visits
Pre-Visit Letter

Once the visit dates have been confirmed, a pre-visit letter will be sent to the site. The pre-visit letter will include:

- Visit dates
- Items required by the CRA for the visit
- Activities to be completed during the visit
- Contact information for the CRA
Interim Monitoring Visits: Tasks to be Performed

- Regulatory File Review
- Test Article Accountability Review
- Subject Record Review
- Research Laboratory Review
- Follow-up on issues identified at the previous site visits
- Training
- Debriefing
PPD is responsible for the collection and tracking of all essential regulatory documents. They will be reviewed at every visit.

- During the first interim visit and the close out visit the review will be comprehensive.
- During routine interim visits the review will be limited to any new submissions/approvals/IRB correspondence.
- Any issues identified will be followed at each subsequent visit until resolved.
- Retrieve photocopies of essential regulatory documents filed at the site that have not yet been sent to PPD for the central files.
Test Article Accountability Review

Review of Accountability includes:

- Accountability Logs
- Received, used, remaining, discrepancies
- Amount ordered = amount dispensed/administered
- Monthly inventories conducted on **active** studies, regularly thereafter
- Test article storage area, accessibility
- Test article temperature maintained per protocol
- Log Record of temperature readings maintained
- Cold chain maintained
Research Laboratory Review

- What samples are collected
- Who collects samples
- How are samples collected
- How are samples transferred
- Are samples clearly labeled, legible, easily retrievable, and stored appropriately
- Are laboratory SOPs in place for equipment maintenance
Protocol Deviation Reporting

A protocol deviation is any noncompliance with the clinical trial protocol, Good Clinical Practice, or protocol-specific Manual of Procedures.

The noncompliance may be on the part of the subject, the investigator, or the study site staff.

ALL protocol deviations must be reported within 5 working days of identification of the protocol deviation, or within 5 working days of the scheduled protocol-required activity.

All deviations from the Protocol must be addressed in study Subject Source Documentation.

The documentation should include the reasons for the deviation and all attempts to prevent or correct them.
What Are Your Responsibilities?

- Assure space for monitoring activities
- Have subjects records available (if necessary).
- Dedicate time to work with the CRA each day to discuss findings, communicate/answer questions, resolve identified “action” items.
What Are Your Responsibilities?

- Assist the CRA in scheduling the visit (provide directions to the site, parking information, etc.).
- Assist with scheduling visits to the pharmacy and research laboratory as necessary.
- Review the previous report and letter for outstanding items to be addressed before the monitor arrives.
- Make sure all departments with the action items from the previous reports have provided follow-up information to you before the monitor arrives.
- Keep the monitor informed of any changes in plans that may impact the visit.
Post Visit Activities

- PPD will issue the Monitoring Visit Report and the follow-up Cover Letter
- Site staff should review the Cover Letter and Monitoring Visit Report carefully
- All issues identified as “follow-up required” should be resolved prior to the next planned monitoring visit
- Draft monitoring report is reviewed by the PPD Monitoring Manager and DMID
- A site “Response Letter” is not a DMID requirement; however, if a response letter is sent, please address to the PPD CRA who completed the visit with a copy to the DMID Protocol Champion and the Clinical Monitoring Coordinator
What Are Your Responsibilities?

Site Post Visit Activities

- Review the findings with the research team
- Thoroughly review the Cover Letter and the Monitoring Visit Report for “follow-up/ action required” items.