The role, duties and responsibilities of clinical trials personnel

Monitoring: rules and recommendations

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Monitoring and Responsible of monitoring: a couple of definitions from GCP

1) What is the Monitoring?

The act of overseeing the progress of a clinical trial, and of ensuring that it is conducted, recorded, and reported in accordance with the protocol, Standard Operating Procedures (SOPs), Good Clinical Practice (GCP), and the applicable regulatory requirement(s).

2) Who is the Clinical Monitor?

The person with direct access to patient's medical records to verify data and /or procedure acting within the constraints of the applicable regulatory requirement(s) to maintain the confidentiality of subjects' identities and sponsor's proprietary information.

(*Guideline for GCP-CPMP/ICH/135/95*)

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“WHY” Monitoring a clinical trial?

Because the Sponsor (either profit or not) should ensure that clinical trial is adequately monitored.

…and in this scenario

the **Clinical Monitor**, acting as the **main line** of communication between the sponsor and the investigator, is able to provide assistance to investigators ensuring that the trial is conducted and documented properly.

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The Clinical Monitor (1)

The clinical monitor plays a delicate role, responding on the one hand to the sponsor, who wants "productive" results, and on the other having to build up relations with the investigator based on confidence and respect for each other.

The clinical monitor has therefore to reconcile the job of inspection and action with making it clear s/he is available, cooperative, and supportive.

Most of the time s/he has a proactive role in the problem solving

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The Clinical Monitor (2)

One of the monitor's basic tasks is to verify the true existence of the information collected. It must be decided in advance, and set out in the protocol, what information is to be checked against source documents, and what exactly these documents are, especially now that so many records are computerized.

The Clinical Monitor (3)

It is essential to agree, before the trial starts, what is to be considered source documentation, what procedures are acceptable, and what precisely the monitor has to do to verify the information.

Purposes of Monitoring

To ensure that:

- the rights and well-being of **trial participants** are protected,

- the reported trial **data** are accurate, complete, and verifiable from source documents

- the **conduct** of the trial is in compliance with the currently approved protocol/amendments, with GCP, and with the applicable regulatory requirements.

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Rules and Guidance for Monitoring

- **National & International laws**

- **GCP :** - Guideline for GCP-CPMP/ICH/135/95

- **SOPs :** - Sponsor's **S**tandard **O**perating **P**rocedures

If Sponsor decide to delegate part or most of activities to a **C**ontract **R**esearch **O**rganization (CRO) some SOPs could be the CRO's **S**tandard **O**perating **P**rocedures

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Rules and Guidance for Monitoring

Although GCP indicates the outlines, some aspects of monitoring are strictly study-specific. For instance, the frequency of visits must be established in general lines in the protocol, but the actual intensity of monitoring varies from one trial to another depending on the study phase and its features. It can also vary within the same trial, with additional visits being scheduled when the extent of recruitment or the single center's conduction methods call for closer inspection.

The trial Monitor's tasks –general

- Preliminary checks of documentation, facilities, caselists, staff and internal procedures (with a view to opening a center to a trial)
- Sites opening visits and staff trainings about protocol and study procedures (Study Initiation Visits)
- Sites Visits to each center during the trial (Routine Monitoring Visits). 1 visit roughly every 2-3 months
- to keep regular contacts with investigators to follow the course of the trial, the rate and progression of recruitment, percentages of patients lost to follow-up and remind them of deadlines and procedures
- checking that the trial is being conducted properly; adhesion to the protocol and to GCP; communications between clinical center, ethics committee and sponsor
- Joining Auditors or Inspectors from Sponsor or Competent Authorities about Audit (if requested)
- Sites Close out visits at the end of the trial

The trial Monitor's tasks –details (1/3)

- to check that informed consent has been signed and dated by patient before any procedure related to trial has been carried out on that patient
- to check that all screened patients meet incl/excl criteria
- to verify documentation: clinical charts and all source documents to check criteria for eligibility and endpoints
- to verify that all necessary material is present (study drug kits laboratory kits) and that drugs and samples are stored (e.g. adequate refrigeration)
- To check study drug accountability is up-to-date

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The trial Monitor's tasks –details (2/3)

- Standardization and verification of certain procedures: randomization, reporting adverse events, management of trial drug(s) and biological samples
- to make sure data is of adequate quality: checking clinical charts and source documents; random checks
- to cross-check consistency of source data vs CRF
- to check that all AEs, SAEs are documented and reported properly
- to transmit queries and advising investigators of the solution

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The trial Monitor's tasks –details (3/3)

- to check Investigator's File
- to check premature interruption (Drop Out)
- to check modification in study drug administration
- to check all concomitant deseases and medications are properly reported into the CRF
- to transmit reports to the general coordinator (after each visit, plus periodic summary updates)
- to attend operational meetings with the investigators, coordinators or other Monitors to keep high the Investigators' interest on the trial

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Monitoring workload (1/2)

Clinical Monitor's workload

1 monitor can take care of no more of 8/10
sites for trials conducted in accordance with GCP

(frequency of sites visits is agreed through the "monitoring plan")

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Monitoring workload (2/2)

Timeframe related to monitoring activities

- Preparing a visit = 1 day
- Site monitoring = 1 or 2 days depending on n. of patients /study procedures
- Reporting = 1 or 2 days

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Monitoring – advices

Clinical Monitor: Always to communicate investigators lack of adherence to protocol, SOPs, GCP and applicable laws in force in order to prevent to make the same deviation again

Investigator (…and not only him): to be available to speak to Clinical Monitor during monitoring visits for clarification or details about patients' clinical conditions

BECAUSE….

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Monitoring –advices

Clinical Monitor must ensure that the trial is conducted and documented properly in order that the rights and well-being of trial participants are protected,

Investigator and his staff are the only people in contact with patients who can well understand and perceive with sight, moods/bad moods and usefull details for reporting correct data

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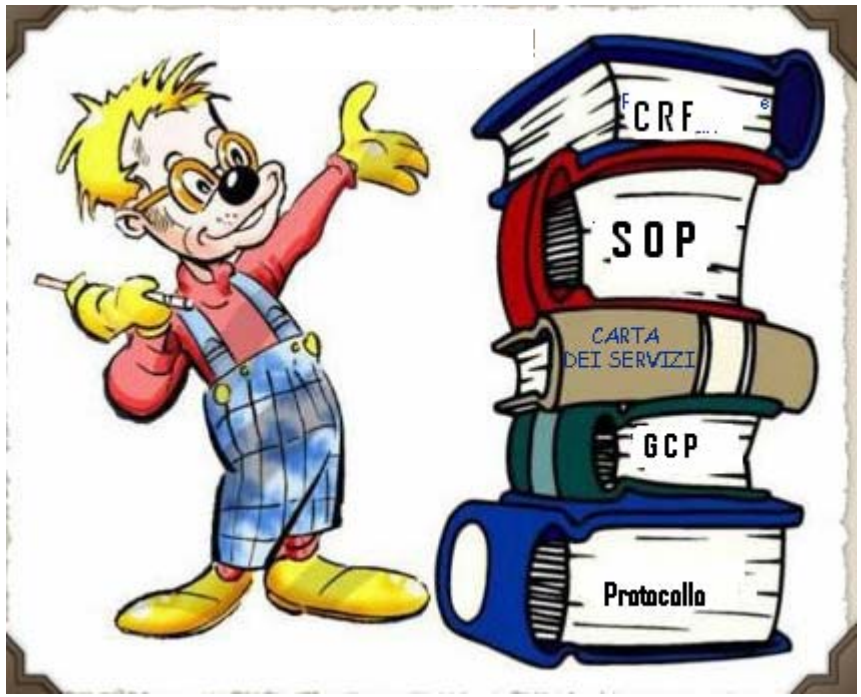
Monitoring



Thank you for your attention

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