Effective Site Initiation Visit

Grażyna Koperska

Magdalena Mac

Site Initiation Visit - purpose

- to prepare and set up a research site to conduct a study
- to orient and train staff on the protocol and study related processes
- to confirm readiness for study implementation
- to identify additional requirements that must be satisfied prior to site activation and subject recruitment.

Site Initiation Visit - participants

- all key study staff, including:

✓ Principal Investigator (PI)

✓ Sub investigators

✓ Study Coordinator (SC)

✓ Study Nurses

✓ lab and pharmacy personnel

- tour of the facility

Types of SIVs

Remote Site Initiation Visit

- Selected for a remote initiation depending on:

✓ *the complexity of the study*

✓ *the experience of the study site*

✓ *geographical location of site*

- Conducted by phone teleconference or other communication method (WebEx meeting, skype video conference etc.)
- Confirmed in the same manner as visit conducted on site
- All aspects of the agenda for the onsite vist shoud be covered
- Site provided with an electronic copy of the SIV Attendance Log to document site staff participation.

Site Initiation Visit at Investigators' Meeting

- Investigators' Meeting might be treated as initiation visit when:

✓ *Large number of sites in the study*
✓ *Continuation of known protocol after holding-up*
✓ *Participation of known sites*

- It should be documented with the agenda, training records and attendance log

Site Initiation Visit - ICH GCP 4.1.1

The investigator(s)

The SIV is the only visit solely dedicated to training

Site Initiation Visit - Preparation

- Convenient day of visit
- Determine:

✓Date and time of arrival

✓Anticipated length of visit

✓Relevant research offices/staff to be seen

✓Critical site personnel to attend

✓Appointments with the PI and site personnel from all key departments

Site Initiation Visit – Preparation cont.

- Verify that the Clinical Trial Agreement has been executed and all essential documents required for Investigational Product release have been obtained.
- Prepare and send a confirmation letter outlining:

✓The details as noted in the previous slide

✓The purpose of the meeting

✓An outlined agenda

✓A list of required attendees

Ensure that it is clear that the information should be distributed to all required attendees.

Site Initiation Visit – Preparation cont.

- Obtain and document any necessary study specific training
- Review the protocol and any associated study documents

✓Know the visit schedule and timelines so that you are able to answer questions during the visit.

✓Know how to pronounce difficult terms/medication names.

- Review the SIV SOP and SIV Report Template for items to be reviewed/discussed during the visit
- Prepare and review SIV presentations to be used
- Review the pre-study visit report and note any pending items that need to be addressed during the SIV

SIV – what should be discussed

- **Study design/Protocol:**

- Objectives and endpoints
- Study design and timelines
- Inclusion/Exclusion criteria
- Primary and Secondary Efficacy Assessments
- Permitted/prohibited concomitant medications
- Study schedules
- eDiary & Questionnaires
- Randomization procedures

SIV – what should be discussed

- **Staff resource**

- Study coordinator
- Other specialized personnel (i.e. radiologist)
- Training and license
- Experience
- Turnover
- General interest and attitude
  - ✓workload
  - ✓adequate back-up
  - ✓delegation of responsibilities

SIV – what should be discussed

- **Informed Consent/Assent processes and documentation**

  - Who is responsible for approaching the subject for consent?
  - Who conducts the consent process?
  - Time point of informed consent signature
  - Handling with the informed consent copies
  - Documentation of the process

SIV – what should be discussed

- **Enrolment expectations & Recruitment Plan**

- Site's subjects population
- Site's recruitment strategy
- Expectation of numer of patient per site/per country/per study
- Investigator's declaration of patients number
- Achievement in other trials
- Studies that would compete for subjects
- Other recruitment barriers

SIV – what should be discussed

- **Site location and facilities tour for adequacy and changes since site selection and IRB/EC approval**

• Review of:

- Site organisation
- Patient pathway during study procedures
- Equipments and its certificates/passports
- Other facilities such MRI/CT and other

SIV – what should be discussed

- **Regulatory Requirements**

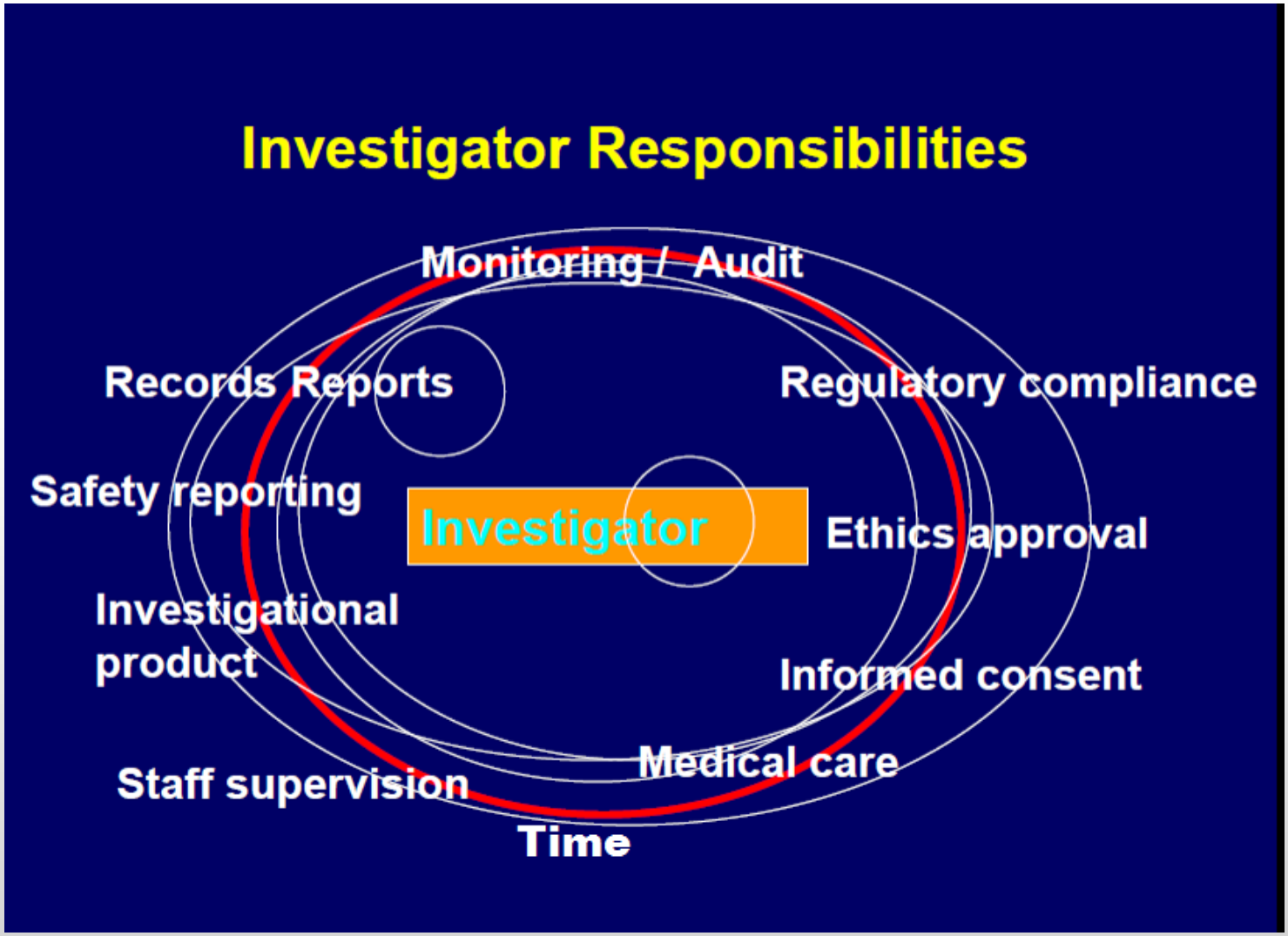
- Principal Investigator responsibilities
- Review personnel responsibilities according to the Site Signature Log (roles of each staff member, backups, procedure of staff changes)
- Site staff qualification and training
- Good Clinical Practices (GCPs)

SIV – what should be discussed

PI responsibility

- Adequate resources and facilities
- Adequate medical care to trial subjects for any adverse events,
- Compliance with protocol
- Obtaining Informed Consent
- Maintenance of adequate records and source documentation
- Safety reporting requirements
- Communication with IRB/IEC,

SIV – what should be discussed



SIV – what should be discussed

- **Safety**

- Adverse events and serious adverse events: reporting requirements and process
- Completion of applicable forms
- SAE fax number testing

SIV – what should be discussed

- **Monitoring Plan**

- Source Documentation Verification requirements
- Frequency of monitor call/contact
- Frequency of monitoring visits, monitoring procedures and requirements of staff during visits
- Interactions with Medical Monitor

SIV – what should be discussed

- **Investigational Product**
- **Description of Investigational product**

Investigational Product

Dosage

Prescription

SIV – what should be discussed

- **Investigational Product**
- **Management & Accountability of IP**

- IP request
- IP return process (patient and site)
- IP dispensing
- IP accountability (site, home, reconciliation)
- Storage

SIV – what should be discussed

- **Non clinical supplies:**

- Description
- Request and return process
- Patient supplies
- Accountability

SIV – what should be discussed

- **Laboratory sampling**:

- Central lab: requirements for storing, handling and sending laboratory specimens; central lab collection time points.
- Lab materials request process.
- Calibration and maintenance of necessary laboratory equipment

SIV – what should be discussed

- **Review of patient Diary & Questionnaires**

- Description
- Train the staff on completion of eDiary and Questionnaires

SIV – what should be discussed

- **Review of the Case Report Form (e-CRF)**

- Instructions for completion, resolution of queries, including instruction/training regarding study-specific CRF handling requirements
- eCRF completion
- Testing EDC connectivity and accessibility at site

SIV – what should be discussed

- **Investigator Site File:**

- Review regulatory binder to ensure all required documents are in place and discuss the maintenance responsibilities of study files throughout the study (including all required study logs)

SIV – what should be discussed

- **Source documentation expectations and requirements**

- Stress study specific requirements for SDV
- Establish requirements for direct access to source data for SDV purposes

SIV – what should be discussed

- **Electronic devices/systems**

- Testing funcionality of electronic devices - eDiaries
- Check staff accesses and availability of electronic systems such IVRS/IWRS, lab portals
- Review, discuss and check helpdesk lines/ contacts

Post SIV activities

- Follow up any queries or issues arising on SIV
- Update appropriate systems
- Document all site contacts before and after SIV
- Complete site visit report
- Provide follow up letter to the Investigator/ relevant site Staff

General SIV tips

- First impressions are important!
- Be professional and courteous
- Present your business card to all attendees
- Follow the site's schedule (be flexible)
- Dress appropriately
- Answer all questions to the best of your ability. If you do not know the answer, that is okay!! Indicate that you will follow-up on any pending questions.
- Discuss monitoring visit intervals/frequency and when the first RMV will occur (i.e. within 10 days of the first enrolled subject)

General SIV tips

- The site initiation visit should be used to both communicate information to site personnel and obtain information from site personnel.
- This visit is intended to be a discussion between all parties present.

Open items for discussion

- *Have you worked through difficult studies during an on-site or web based initiation visit?*
- *Did you find one method more successful than the other?*
- *What types of successes can you share from on-site initiation visits?*
- *Any challenges?*