NeuroNEXT Network

Standard Operating Procedure (SOP)
Concomitant Medications Coding
Version 3.0
SOP NN DM 1007

Originators: NeuroNEXT CCC and DCC Personnel

Reviewed and Approved by:

Signature and Date: Christopher S. Coffey *Electronically signed by: Christopher S. Coffey Reason: I approve this document Date: Feb 23, 2024 13:44 CST* 23-Feb-2024
Name and Title: Christopher S. Coffey, PhD (DCC Principal Investigator)
Signature and Date: Merit Cudkowicz *Electronically signed by: Merit Cudkowicz Reason: I approve this document Date: Feb 22. 2024 16:38 CST* 22-Feb-2024
Name and Title: Merit E. Cudkowicz, MD MSc (CCC Principal Investigator)
Signature and Date: Marianne Chase *Electronically signed by: Marianne Chase Reason: I approve this document Date: Feb 22, 2024 15:19 EST* 22-Feb-2024
Name and Title: Marianne Chase, BA (CCC Senior Director of Clinical Trials Operations)

NEURONEXT NETWORK STANDARD OPERATING PROCEDURE FOR CONCOMITANT MEDICATIONS CODING

SOP: DM 1007 Version No.: 3.0 Issue Date: 01Mar2024 Effective Date: 15Apr2024	Concomitant Medications Coding	Supersedes Document Version : 2.0 Effective Date : 08Apr2023

Signature and Date:

Dixie Ecklund

Electronically signed by: Dixie Ecklund
Reason: I approve this document
Date: Feb 24, 2024 17:00 CST

24-Feb-2024

Name and Title: Dixie J. Ecklund, RN MSN MBA (DCC Associate Director)

Signature and Date:

Electronically signed by: Stacey Grabert
Reason: I approve this document
Date: Feb 22, 2024 15:19 EST

22-Feb-2024

Name and Title: Stacey Grabert, Pharm.D, MS, (CCC Director of Quality Assurance)

Signature and Date:

Joan Ohayon

Electronically signed by: Joan Ohayon
Reason: I approve this document
Date: Mar 11, 2024 09:37 EDT

11-Mar-2024

Name and Title: Joan Ohayon, RN, MSN, CRNP, MSCN (NINDS, NeuroNEXT Program Official)

NEURONEXT NETWORK STANDARD OPERATING PROCEDURE FOR CONCOMITANT MEDICATIONS CODING

SOP: DM 1007 Version No.: 3.0 Issue Date: 01Mar2024 Effective Date: 15Apr2024	Concomitant Medications Coding	Supersedes Document Version : 2.0 Effective Date : 08Apr2023

1. POLICY

This SOP provides guidance for the coding of concomitant medications and therapeutic products administered to or used by subjects who are participating in clinical trials supported by the NeuroNEXT Network. The NeuroNEXT Data Coordinating Center (DCC) uses a standardized classification system to ensure that clinical trial reports that summarize and categorize medicinal and therapeutic products are concise, easily analyzed, and accurately interpreted.

2. SCOPE

This SOP has been developed to be in alignment with federal regulations and Good Clinical Practices (GCP) as set forth in the 2016 Integrated Addendum to ICH E6(R1): Guideline for Good Clinical Practice E6(R2). The policies and procedures described in this SOP apply to the NeuroNEXT Clinical Coordinating Center (CCC) and DCC within the context of their oversight and advisory roles for the NeuroNEXT Network, and to all NeuroNEXT investigators, staff, subcontractors, or other entities associated with the NeuroNEXT Network who manage, oversee, and conduct research regulated by FDA and/or applicable review committees.

3. ROLES AND RESPONSIBILITIES

Depending on the nature and requirements of the study protocol, DCC personnel may be responsible for coding concomitant medications for NeuroNEXT clinical trials.

4. APPLICABLE REGULATIONS AND GUIDELINES

ICH E6	Good Clinical Practice: Consolidated Guidance

5. REFERENCES TO OTHER APPLICABLE SOPS

NN BIO 904	Generation and Validation of Analysis Datasets
NN BIO 906	Report Writing

6. ATTACHMENTS AND REFERENCES

NN DM 1007 - A	Document History
WHO Drug Dictionary Enhanced Guide	*the* Uppsala Monitoring Centre (UMC), August 15, 2005. http://www.umc-products.com/graphics/2489.pdf
S. Eric Ceh	Documenting Concomitant Medications in Clinical Trials. *Journal of Clinical Research Best Practices,* Vol. 3, No. 7, July 2007. www.firstclinical.com

7. TERMS AND ABBREVIATIONS

The following terms and abbreviations are used in this document:

ATC Code	Anatomical-Therapeutic-Chemical classification used for the coding of therapeutic drugs. One drug may code to several ATC codes, depending on its therapeutic applications.
eCRF	Electronic Case Report Forms

CCC	Clinical Coordinating Center at Massachusetts General Hospital
CSS	Clinical Study Site(s)
DCC	Data Coordinating Center at The University of Iowa
DCC Coders	Trained personnel at the DCC who perform coding and classification of concomitant medications or other therapeutic products.
EDC	Electronic Data Capture system at the DCC
PPI	Protocol Principal Investigator
WHO	World Health Organization
WHO-DDE	World Health Organization Drug Dictionary – Enhanced; maintained by the Uppsala Monitoring Centre (UMC), Uppsala, Sweden

8. SPECIFIC PROCEDURES

A. Concomitant Medications Coding

The term 'concomitant medication' refers to any medicinal product that is not a study drug or part of the study protocol and is taken by or administered to a subject during the course of her/his participation in a clinical trial. These products most often refer to medications, although the concomitant use of other therapeutic products, such as herbal remedies, biologics, dietary supplements, diagnostic substances, or contrast media, may also be of interest in the analysis of clinical trial data. For the purposes of this SOP, the term 'concomitant medications' refers to any medicinal or therapeutic product that is used by the subject during the course of a NeuroNEXT clinical trial.

According to the requirements of the protocol, concomitant medication information is recorded on source documents at the clinical site and is then entered into the electronic data capture (EDC) system through the appropriate electronic Case Report Form (eCRF). Because concomitant medications may be referred to in multiple ways (e.g., a drug may be referred to by its trade name, generic name, or chemical substance name), it is important for quality assurance and data analysis purposes that the names and classifications of these products are standardized. The coding process described below may be employed by the DCC to verify that concomitant medications are accurately represented in the study database and to minimize confusion and ambiguity that may result from the application of multiple naming conventions that may be used by different NeuroNEXT Clinical Study Sites (CSS).

As required by a NeuroNEXT protocol, DCC Biostatisticians may prepare reports containing listings of concomitant medications with coding conventions applied from data that are stored in the study database. The listings are then reviewed by trained DCC personnel to standardize the information. During the coding process, a unique drug code is assigned, along with associated Anatomical/Therapeutic/Chemical (ATC) classification codes. Each drug is coded with an "Official" ATC Code, but a drug also may be referenced to several "Alternative" ATC Codes. The DCC coder will evaluate drugs that are referenced to multiple alternative codes and will select a common code based

on medical review so that identical concomitant medication products are listed under a single name or classification.

The reviewed coding results are used by DCC Biostatisticians to group the concomitant medications data in an analytically meaningful way, and to create final reports that are readily interpreted.

The current version of the World Health Organization Drug Dictionary-Enhanced (WHO-DDE) will be used as a reference during coding for appropriate NeuroNEXT studies. If it is established that the WHO-DDE will not be used for a study, the DCC will collaborate with the PPI and the CCC to develop a standardized system for coding and classification for a study based on WHO or other appropriate coding conventions. The standardized system may be used to standardize drug names, assign drug codes, identify active ingredients, and classify drugs according to their ATC classification.

#	*Who*	*Task*	*Attachment/ Reference*	*Related SOP*
1.	CCC and DCC	Collaborate to develop a plan for standardizing and tabulating concomitant medications for the NeuroNEXT Network.		
2.	CSS	Submit a list of all concomitant medications for a study subject on the appropriate electronic Case Report Form (eCRF), using the standardized format.		
3.	DCC	In consultation with the PPI and CCC, create a standardized format for tabulating concomitant medications for the study.		
4.	DCC Biostatisticians	For each applicable NeuroNEXT study, create a listing of all concomitant medications that have been submitted to the DCC database through the EDC system.		NN BIO 904
5.	DCC Coder	Code and classify concomitant medications according to the plan for standardizing and tabulating medicinal and therapeutic products for the study.		
6.	DCC Coder	Categorize concomitant medications by Organ or System and Therapeutic Indication using WHO drug coding guidelines, the WHO-DDE (if applicable), or another agreed-upon coding system.		
7.	DCC Biostatisticians	Generate reports that summarize concomitant medications data for the study.		NN BIO 906

NEURONEXT NETWORK STANDARD OPERATING PROCEDURE FOR CONCOMITANT MEDICATIONS CODING

SOP: DM 1007 Version No.: 3.0 Issue Date: 01Mar2024 Effective Date: 15Apr2024	Concomitant Medications Coding	Supersedes Document Version : 2.0 Effective Date : 08Apr2023

ATTTACHEMENT A. NN 1007 DOCUMENT HISTORY

NeuroNEXT Network Standard Operating Procedure (SOP) Concomitant Medications Coding SOP NN DM 1007					
Version	**Description of Modification**	**Reason or Justification for Modification**	**Issue Date**	**Effective Date**	**Reviewer(s)**
1.0	New	N/A	06APR2012	06MAY2012	N/A
2.0	Updated “1996 ICH E6 Consolidated Guidance” to “2016 Integrated Addendum to ICH E6(R1): Guideline for Good Clinical Practice E6(R2)”. Updated signature block to accommodate for electronic signatures.	Updates for version 2.0	22Feb2023	08Apr2023	Catherine Gladden
3.0	Minor edits for clarity	Periodic review	01Mar2024	15Apr2024	Preeti Paul

NN DM 1007 Concomitant Medications Coding v3.0 clean

Final Audit Report 2024-03-11

Created:	2024-02-22
By:	Tania Leeder (tleeder@mgb.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAc-RSoWMofwIL7dd8xk7iL26MF0HME96s
Number of Documents:	1
Document page count:	6
Number of supporting files:	0
Supporting files page count:	0

"NN DM 1007 Concomitant Medications Coding v3.0 clean" History

Document created by Tania Leeder (tleeder@mgb.org)
2024-02-22 - 8:17:27 PM GMT

Document emailed to christopher-coffey@uiowa.edu for signature
2024-02-22 - 8:18:52 PM GMT

Document emailed to cudkowicz.merit@mgh.harvard.edu for signature
2024-02-22 - 8:18:52 PM GMT

Document emailed to Marianne Chase (mchase@mgh.harvard.edu) for signature
2024-02-22 - 8:18:52 PM GMT

Document emailed to dixie-ecklund@uiowa.edu for signature
2024-02-22 - 8:18:52 PM GMT

Document emailed to Stacey Grabert (SGrabert@mgh.harvard.edu) for signature
2024-02-22 - 8:18:53 PM GMT

Document emailed to ohayonj@ninds.nih.gov for signature
2024-02-22 - 8:18:53 PM GMT

Stacey Grabert (SGrabert@mgh.harvard.edu) authenticated with Adobe Acrobat Sign.

Challenge: The user opened the agreement.

2024-02-22 - 8:19:20 PM GMT

Document e-signed by Stacey Grabert (SGrabert@mgh.harvard.edu)

Signing reason: I approve this document

Signature Date: 2024-02-22 - 8:19:30 PM GMT - Time Source: server

Marianne Chase (mchase@mgh.harvard.edu) authenticated with Adobe Acrobat Sign.

Challenge: The user opened the agreement.

2024-02-22 - 8:19:37 PM GMT

Document e-signed by Marianne Chase (mchase@mgh.harvard.edu)

Signing reason: I approve this document

Signature Date: 2024-02-22 - 8:19:50 PM GMT - Time Source: server

Email viewed by christopher-coffey@uiowa.edu

2024-02-22 - 8:56:40 PM GMT

Email viewed by cudkowicz.merit@mgh.harvard.edu

2024-02-22 - 10:37:41 PM GMT

cudkowicz.merit@mgh.harvard.edu authenticated with Adobe Acrobat Sign.

Challenge: The user opened the agreement.

2024-02-22 - 10:37:59 PM GMT

Signer cudkowicz.merit@mgh.harvard.edu entered name at signing as Merit Cudkowicz

2024-02-22 - 10:38:11 PM GMT

Document e-signed by Merit Cudkowicz (cudkowicz.merit@mgh.harvard.edu)

Signing reason: I approve this document

Signature Date: 2024-02-22 - 10:38:13 PM GMT - Time Source: server

Tania Leeder (tleeder@mgb.org) added alternate signer ecklundd@uiowa.edu. The original signer dixie-ecklund@uiowa.edu can still sign.

2024-02-23 - 7:07:10 PM GMT

Document emailed to ecklundd@uiowa.edu for signature

2024-02-23 - 7:07:10 PM GMT

Tania Leeder (tleeder@mgb.org) added alternate signer cscoffey@iowa.uiowa.edu. The original signer christopher-coffey@uiowa.edu can still sign.

2024-02-23 - 7:07:28 PM GMT

Document emailed to cscoffey@iowa.uiowa.edu for signature

2024-02-23 - 7:07:29 PM GMT

Email viewed by cscoffey@iowa.uiowa.edu

2024-02-23 - 7:44:18 PM GMT

cscoffey@iowa.uiowa.edu authenticated with Adobe Acrobat Sign.

Challenge: The user opened the agreement.

2024-02-23 - 7:44:36 PM GMT

Signer cscoffey@iowa.uiowa.edu entered name at signing as Christopher S. Coffey

2024-02-23 - 7:44:53 PM GMT

Document e-signed by Christopher S. Coffey (cscoffey@iowa.uiowa.edu)

Signing reason: I approve this document

Signature Date: 2024-02-23 - 7:44:57 PM GMT - Time Source: server

Email viewed by ecklundd@uiowa.edu

2024-02-24 - 10:59:47 PM GMT

ecklundd@uiowa.edu authenticated with Adobe Acrobat Sign.

Challenge: The user opened the agreement.

2024-02-24 - 10:59:59 PM GMT

Signer ecklundd@uiowa.edu entered name at signing as Dixie Ecklund

2024-02-24 - 11:00:12 PM GMT

Document e-signed by Dixie Ecklund (ecklundd@uiowa.edu)

Signing reason: I approve this document

Signature Date: 2024-02-24 - 11:00:15 PM GMT - Time Source: server

Email viewed by ohayonj@ninds.nih.gov

2024-03-11 - 1:37:15 PM GMT- IP address: 104.47.64.254

ohayonj@ninds.nih.gov authenticated with Adobe Acrobat Sign.

Challenge: The user opened the agreement.

2024-03-11 - 1:37:24 PM GMT

Signer ohayonj@ninds.nih.gov entered name at signing as Joan Ohayon

2024-03-11 - 1:37:37 PM GMT- IP address: 72.83.187.43

Document e-signed by Joan Ohayon (ohayonj@ninds.nih.gov)

Signing reason: I approve this document

Signature Date: 2024-03-11 - 1:37:39 PM GMT - Time Source: server- IP address: 72.83.187.43

Agreement completed.

2024-03-11 - 1:37:39 PM GMT