

NeuroNEXT Network

Standard Operating Procedure (SOP)




Routine Monitoring Visits

Version 4.0

SOP NN SS 403


Originators: NeuroNEXT CCC and DCC Personnel

Reviewed and Approved by:

Signature and Date:  <small>Electronically signed by: Christopher S. Coffey Reason: I approve this document Date: Mar 8, 2024 08:21 CST</small>	08-Mar-2024
Name and Title: Christopher S. Coffey, PhD (DCC Principal Investigator)	
Signature and Date:  <small>Electronically signed by: Merit Cudkowicz Reason: I approve this document Date: Feb 22, 2024 12:49 CST</small>	22-Feb-2024
Name and Title: Merit E. Cudkowicz, MD MSc (CCC Principal Investigator)	
Signature and Date:  <small>Electronically signed by: Marianne Chase Reason: I approve this document Date: Feb 22, 2024 15:17 EST</small>	22-Feb-2024
Name and Title: Marianne Chase, BA (CCC Senior Director of Clinical Trials Operations)	

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NEURONEXT NETWORK STANDARD OPERATING PROCEDURE FOR
ROUTINE MONITORING VISITS

SOP: NN SS 403 Version No: 4.0 Issue Date: 01Mar2024 Effective Date: 15Apr2024	ROUTINE MONITORING VISITS	Supersedes: Document Version 3.0 Effective Date: 08Apr2023
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Signature and Date: <i>Dixie Ecklund</i> <i>Electronically signed by: Dixie Ecklund</i> <i>Reason: I approve this document</i> <i>Date: Feb 24, 2024 17:21 CST</i> <p style="text-align: right;">24-Feb-2024</p>
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Name and Title: Stacey Grabert, Pharm.D, MS, (CCC Director of Quality Assurance)
Signature and Date: <i>Joan Ohayon</i> <i>Electronically signed by: Joan Ohayon</i> <i>Reason: I approve this document</i> <i>Date: Mar 11, 2024 11:22 EDT</i> <p style="text-align: right;">11-Mar-2024</p>
Name and Title: Joan Ohayon, RN, MSN, CRNP, MSCN (NINDS, NeuroNEXT Program Official)

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1. POLICY

This SOP describes procedures regarding scheduling, frequency, preparing for, and conducting a routine monitoring, remote or on-site visit for NeuroNEXT clinical trials. Routine monitoring visits for Clinical Study Sites (CSS) will be scheduled according to the requirements of the approved study monitoring plan. Guidelines for scheduling monitoring visits for each NeuroNEXT CSS will be determined by the NeuroNEXT Data Coordinating Center (DCC) in consultation with the Clinical Coordinating Center (CCC) and according to the stage of development and complexity of the studies at the CSS, the rates of participant accrual, and other factors.

These visits are conducted for routine monitoring only and are intended to ensure that the protocols and applicable regulatory requirements are being followed, that participants' rights and safety are being protected, and to confirm data integrity and quality.

The objectives of routine monitoring visits are to:

- document and report on clinical study progress;
- document that the protocols and associated forms are current;
- update the site team of any changes in study conduct/documentation;
- ensure that the PPI/Sponsor requirements and investigator obligations are met;
- ensure continued acceptability of the investigator, site team and facility;
- obtain and review current clinical data, reports, and source documents;
- ensure adequate investigational product inventory and accountability, if applicable.

Activities conducted during the preparation for a monitoring visit include reviews of study documents, data queries, data reports, previous monitoring reports, and supplies of study materials (if applicable).

During the monitoring visit, the monitor performs the following activities:

- assesses the overall status of the study, staff, and facilities (if on-site) to determine whether the study is being conducted per protocol and in compliance with regulatory requirements;
- conducts a review of CRFs and source documentation to verify all adverse event documentation;
- conducts a review of CRFs and source documentation for primary and secondary study outcomes.
- conducts a review of additional study data or procedures, as necessary.
- verifies the presence of all essential documents and records related to investigational products and clinical supplies (if applicable); and
- determines if protocol violations have occurred and, if so, are documented properly.

After the monitoring visit, the monitor documents the results of the visit and completes a post-visit monitoring letter that conveys any issues discovered during the visit and the need for data corrections, if appropriate.

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 CCC and DCC within the context of their oversight and advisory roles for the NeuroNEXT Network, and to

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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

The DCC is responsible for designating a trained and qualified member of the research team to serve as study Monitor. The DCC Monitor is responsible for preparing for, conducting, and documenting all monitoring visits.

The responsibility to conduct any or all of these activities can be delegated at the discretion of the Sponsor/PPI to the DCC, or to subcontractors of the DCC where applicable. Those individuals and entities also take on responsibility for meeting regulatory requirements on behalf of the Sponsor, but the Sponsor has the ultimate responsibility, and must therefore supervise those delegated activities effectively.

4. APPLICABLE REGULATIONS AND GUIDELINES

- 21 CFR 312.53 Selecting Investigators and Monitors
- 21 CFR 312.56 Review of Ongoing Investigations
- ICH E6, 4.1 Investigator’s Qualifications and Agreement
- ICH E6, 5.5 Trial Management, Data Handling and Record Keeping
- ICH E6, 5.18 Monitoring
- FDA Guidance for Industry: Oversight of Clinical Investigations – A Risk-Based Approach to Monitoring (August 2013)

5. REFERENCES TO OTHER APPLICABLE SOPS

- NN RA 202 Trial Master File Maintenance
- NN RA 203 Site Regulatory File Maintenance
- NN SS 402 Site Initiation Visits and Site Training
- NN SS 404 Site Performance Monitoring
- NN SS 406 Suspension or Early Termination of a Study or a Clinical Site
- NN PM 501 Communication
- NN PM 504 Investigational Site Staff Training
- NN PM 505 Investigational Product Management
- NN SM 602 Single Institutional Review Board Reporting
- NN SM 603 Participant Eligibility and Enrollment
- NN DM 1001 Clinical Data Management

6. ATTACHMENTS AND REFERENCES

- NN SS 403 - A Document History

7. TERMS AND ABBREVIATIONS

The following terms and abbreviations are used in this document:

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AE	Adverse Events
CCC	Clinical Coordinating Center at Massachusetts General Hospital
SIRB	Single Institutional Review Board
CRF	Case Report Forms that are completed for each study participant at the sites
CSS	Clinical Study Site(s)
CSSPI	Clinical Study Site Principal Investigator
CSSC	Clinical Study Site Coordinator
DCC	Data Coordinating Center at The University of Iowa
FDA	U.S. Food and Drug Administration
ICH	International Council for Harmonisation
NNPI	NeuroNEXT Network Principal Investigator
NNSPM	NeuroNEXT Network Site Program Manager
PPI	Protocol Principal Investigator
TMF	Trial Master File

8. SPECIFIC PROCEDURES

A. Scheduling/Frequency of Monitoring Visits

#	Who	Task	Attachment/Reference	Related SOP
1.	DCC Lead Coordinator, DCC Monitor	Determine the type of monitoring visits required for each study; remote, on-site, or both.		
2.	DCC Lead Coordinator, DCC Monitor	Develop a monitoring plan that includes conducting a minimum of one monitoring visit (on-site or remote) at each CSS with an ongoing protocol per year.		
3.	DCC Monitor	Review study reports to determine when to schedule CSS visits according to the monitoring plan.		
4.	DCC Monitor	Conduct unscheduled or more frequent monitoring visits to CSS as needed.		
5.	DCC Monitor	Contact the investigator or designee and study coordinator regarding scheduling and conducting monitoring visits.		NN PM 501
6.	DCC Monitor	Confirm date and logistics of the monitoring visit in writing and provide the investigator with a list of source documents and records (e.g., medical records, laboratory records, etc.) to be reviewed. If the visit is remote, provide information and link for secure upload of source documents.		NN PM 501
7.	DCC Monitor	Create a monitoring report to track CSS visits.		

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B. Preparing for a Monitoring Visit

#	Who	Task	Attachment/Reference	Related SOP
1.	DCC Monitor or CCC Project Manager	Review the Delegation of Responsibility (DOR) logs for site staffs, if applicable, prior to the monitoring visit.		NN RA 202
2.	DCC Monitor	Review the current version of the clinical protocols and informed consent forms prior to the monitoring visit, if applicable.		
3.	DCC Monitor	Review the data reports and data queries for any data received to date for each study.		
4.	DCC Monitor	Review previous monitoring reports for any outstanding items that must be addressed prior to, or during, the next scheduled visit.		
5.	DCC Monitor and CCC Project Manager	Determine the CSS inventory of study supplies, including forms or other relevant materials and investigational products (if applicable). Arrange to provide additional items as necessary.		

C. Conducting a Monitoring Visit

1. Overall Study Status

#	Who	Task	Attachment/Reference	Related SOP
1.	DCC Monitor	If on-site, verify that the CSS participant files for the study contain all required documents and records, and that they are accurate, complete, and current.		NN RA 203
2.	DCC Monitor	If requested by the CCC, confirm with the investigator that the CSS routinely files and forwards essential and required information to other required parties (e.g. SIRB) appropriately.	RA 203-B	NN SM 602
3.	DCC Lead Coordinator and DCC Monitor	Assess participant enrollment rates and examine unexpectedly high or low recruitment.		NN SM 603
4.	DCC Monitor	Review study screening and enrollment logs for information on participants who failed to meet inclusion criteria, did not give informed consent, or withdrew from the study for any reason.		NN SM 603
5.	DCC Monitor	Confirm eligibility of enrolled participants.		
6.	DCC Monitor	Confirm that all participants have signed the correct version(s) of the informed consent form.		

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#	Who	Task	Attachment/Reference	Related SOP
7.	DCC Monitor	Evaluate status of follow-up plans and visits for participants and identify problems.		
8.	DCC Monitor	Confirm that safety and efficacy assessments are conducted per the study protocols.		
9.	DCC Monitor	Verify that all specimens for protocol-specific laboratory studies are being stored and forwarded properly and that specimen preparation documentation is maintained.		NN PM 505
10.	DCC Monitor	Meet with investigator and key staff during on-site visits, or by zoom for remote visits to discuss any scientific or administrative problems and possible solutions.		

2. CRF Review

#	Who	Task	Attachment/Reference	Related SOP
1.	DCC Monitor	Verify that CRFs ¹ are being completed in a timely manner and per protocol requirements.		NN DM 1001
2.	DCC Monitor	Review the CRFs scheduled for review (as outlined in the monitoring plan) to ensure that they are complete, legible, consistent with protocol specifications, and signed by the appropriate site personnel.		
3.	DCC Monitor	For randomized studies, verify that the randomization procedures are being carried out per the study protocols.		
4.	DCC Monitor	Evaluate allocation of investigational products, if applicable.		NN PM 505
5.	DCC Monitor	Check data in the CRFs scheduled for review against source documents to assess accuracy and completeness of the information.		
6.	DCC Monitor	Review and address omissions and queries, and ensure that corrections to the CRFs are properly completed at the end of the visit or agree with CSS staff on a plan to complete corrections post-visit.		
7.	DCC Monitor	Tabulate changes and corrections for updating the study databases.		
8.	DCC Monitor	Assess whether all adverse events (AEs) have been documented and reported as specified by the protocols, and that other relevant regulatory procedures have been followed.		NN SM 602

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#	Who	Task	Attachment/ Reference	Related SOP
Note: ¹ CRF(s) can be paper or electronic.				

3. Investigational Products and Other Clinical Supplies (if applicable)

#	Who	Task	Attachment	Related SOP
1.	DCC Monitor	Determine how often monitoring will occur and if the monitoring visit will be conducted on-site or remotely.		NN PM 505
2.	DCC Monitor	If visit is conducted on-site conduct the following: <ul style="list-style-type: none"> a. Verify storage of investigational products and other clinical supplies. b. Assess investigational product dispensing and accountability records. c. Examine storage freezers and other storage equipment to confirm they are appropriate for the clinical protocol's requirements, and that calibration and temperature logs are maintained in the CSS study files. 		NN PM 505
3.	DCC Monitor	If visit is conducted remotely, contact the site pharmacist to set up a remote visit and request the following to monitor: <ul style="list-style-type: none"> a. Access to investigational product dispensing and accountability records. b. Shipping records and receipts c. Temperature logs, if applicable. 		
66	DCC Monitor	Complete a post visit letter detailing findings and any pending items. Letter should be sent to the site study pharmacist, CSSPI, NNPI, NNSPM, and CSSC.		

4. Staff and Facilities

#	Who	Task	Attachment	Related SOP
1.	DCC Monitor	Confirm each study investigator's control of the study and assess his/her ongoing participation and any responsibility delegations not previously reported.		
2.	DCC Monitor	Assess the ongoing suitability of facilities and staff for conducting the study.		
3.	DCC Monitor	Note and record any changes in staff or facility not previously reported.		NN SS 402
4.	DCC Monitor	If applicable, discuss scheduling additional study training for new staff.		NN PM 504

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5. Documents

#	Who	Task	Attachment	Related SOP
1.	DCC Monitor	Review Delegation of Responsibility logs for each site staff to confirm staff are approved and delegated to perform study activities.		NN RA 203

6. Protocol Violations

#	Who	Task	Attachment	Related SOP
2.	DCC Monitor	Note whether the records show any evidence that protocol violations have occurred, and record the nature of these violations.		
3.	DCC Monitor	For each study, review any issues related to study conduct or other incidents of noncompliance with the investigator and other key study personnel, and document the issues on the monitoring report.		
4.	DCC Monitor and CCC Project Manager	If needed, an ongoing process of counseling, re-education and re-training shall be undertaken by the appropriate Study staff to ensure trial CSS compliance.		NN SS 404

7. Documenting Results of Monitoring Visits

#	Who	Task	Attachment	Related SOP
1.	DCC Monitor	Document all on-site visits by monitors and other authorized parties on a Site Visit Log.		NN SS 402
2.	DCC Monitor	Document the outcome of all scheduled and unscheduled monitoring visits.		
3.	DCC Monitor	Complete a post visit monitoring letter for each study. The letter may include and address the following, if applicable: <ul style="list-style-type: none"> • Protocol compliance • Participant enrollment and study timelines • Review of regulatory documents and findings • Review of participant files and source documents • Investigational product accountability • Data corrections • Pending issues and action items 		
4.	DCC Monitor	Significant site issues should be communicated and escalated to the study team, PPI, and site intervention team.		NN SS 406 NN SS 404

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#	Who	Task	Attachment	Related SOP
5.	DCC Monitor	Provide the CCC with copies of the completed Monitoring Visit Checklists, Reports, and the CSS post-visit monitoring letters for review.		
6.	DCC Monitor	Provide the NNPI, NNSPM, CSS Study PI and Study Coordinator with the post-visit monitoring letter(s).		
7.	DCC Monitor	Instruct site to place the post-visit monitoring letter(s) in the study regulatory binder.		
8.	CCC Project Manager	File the completed reports and letters in the appropriate site files in the TMF.		NN RA 203

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Attachment NN SS 403 - A. Document History

NeuroNEXT Network Standard Operating Procedure (SOP) Routine Monitoring Visits SOP NN SS 403					
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	Clarified that scheduling for monitoring visits is according to the study monitoring plan. Added CCC Project Manager responsibilities for reviewing study TMF files, and removed responsibility for DCC Monitor to reconcile the CSS study files with the TMF. Deleted obsolete FDA Guidance for monitoring, and added 2013 FDA Guidance on risk-based monitoring. Several other minor administrative edits.	Updates for version 2.0	21Sep2016	21Oct2016	N/A
3.0	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. Additional minor updates throughout.	Updates for version 3.0	22Feb2023	08Apr2023	Catherine Gladden

4.0	Minor updates for clarity; formatting changes throughout the document.	Periodic Review	01Mar2024	15Apr2024	Preeti Paul
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NN SS 403 Routine Monitoring Visits v4.0 clean

Final Audit Report














2024-03-11

Created:	2024-02-22
By:	Tania Leeder (tleeder@mgb.org)
Status:	Signed
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Number of Documents:	1
Document page count:	12
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-  Document created by Tania Leeder (tleeder@mgb.org)
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-  Document emailed to christopher-coffey@uiowa.edu for signature
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-  Document emailed to cudkowicz.merit@mgh.harvard.edu for signature
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-  Document emailed to Marianne Chase (mchase@mgh.harvard.edu) for signature
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-  Document emailed to dixie-ecklund@uiowa.edu for signature
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-  Document emailed to Stacey Grabert (SGrabert@mgh.harvard.edu) for signature
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-  Document emailed to ohayonj@ninds.nih.gov for signature
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-  Document e-signed by Stacey Grabert (SGrabert@mgh.harvard.edu)
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-  cudkowicz.merit@mgh.harvard.edu authenticated with Adobe Acrobat Sign.
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-  Signer cudkowicz.merit@mgh.harvard.edu entered name at signing as Merit Cudkowicz
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-  Document e-signed by Merit Cudkowicz (cudkowicz.merit@mgh.harvard.edu)
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-  Email viewed by christopher-coffey@uiowa.edu
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-  Document e-signed by Marianne Chase (mchase@mgh.harvard.edu)
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-  Tania Leeder (tleeder@mgb.org) added alternate signer ecklundd@uiowa.edu. The original signer dixie-ecklund@uiowa.edu can still sign.
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-  Document emailed to ecklundd@uiowa.edu for signature
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-  Tania Leeder (tleeder@mgb.org) added alternate signer cscoffey@iowa.uiowa.edu. The original signer christopher-coffey@uiowa.edu can still sign.
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👤 Signer ecklundd@uiowa.edu entered name at signing as Dixie Ecklund

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