Hull and East Yorkshire Hospitals NHS
NHS Trust

R&D Department

Urgent safety measures for HEY-sponsored CTIMPs

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The current version is available on the HEY internet Research & Development site
Click on GCP SOPs for HEY-sponsored CTIMPs
http://www.hey.nhs.uk/rd

Or the HEY intranet Research & Development site
Click on GCP SOPs
http://intranet/rd/

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Author:	**J H Pacynko**
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Distribution:	**R&D internet and intranet site**
Signed off by R&D Director:	**Professor Nick Stafford**
Signature:	***Signed and dated copy kept in R&D***
Date:	
Signed off by R&D Manager:	**J Illingworth**
Signature:	***Signed and dated copy kept in R&D***
Date:	

This page should detail the version history for this SOP and the main changes corresponding to the versions.

Version Log		
Version number and date	**Author**	**Details of significant changes**
Version 1, 27.10.10	J Pacynko	Original SOP approved by R&D Committee on 27.10.10.
Version 2, 12.11.14	J Pacynko	Up-dated - Weblinks, MHRA address, name of R&D Director and contact telephone numbers. Up-dated – methods of submission to REC and R&D

Please note

- **For definitions of acronyms refer to Appendix 2 of Management of SOPs.**
- **Refer to Appendix 3 of Management of SOPs for the standards to which clinical trials that investigate the safety and/or efficacy of a medicinal product are conducted.**
- **Contact either the R&D QA Manager or Monitor for access to documents referred to in this SOP which are only available on the Trust's Y: drive in GCP SOPs & forms.**

1 Introduction, purpose and who should use this SOP

- The legal requirements for urgent safety measures can be found in Part 4 Regulation 30 of The Medicines for Human Use (Clinical Trials) Regulations 2004: SI 2004/1031. http://www.legislation.gov.uk/uksi/2004/1031/contents/made

- The purpose of this SOP is to describe the investigator and sponsor responsibilities should it be necessary to take urgent safety measures during the conduct of a HEY-sponsored CTIMP.

- This SOP should be used by:
  - All research staff involved with HEY-sponsored CTIMPs – chief/principal investigator, other study doctors, research nurses, project managers, clinical trial co-ordinators, data managers and administrators etc.
  - Clinical trials pharmacy staff – technicians and pharmacists.
  - All HEY R&D staff
  - Research staff involved with clinical trials sponsored by an external organisation where the sponsor has no SOP for urgent safety measures. HEY R&D SOPs are defaulted to in this case.

2 Investigator and sponsor responsibilities

Urgent safety measures

- The investigator may take appropriate urgent safety measures in order to protect clinical trial participants against any immediate hazard to their health or safety. **The measures should be taken immediately.**

- These urgent safety measures may be taken without prior authorization from the MHRA, REC or Trust (HEY R&D). The REC being the research ethics committee that gave a favourable opinion for the trial.

- **However, the investigator must alert HEY R&D (sponsor) as soon as possible of the urgent measures taken by contacting the R&D Office telephone number 461883 or 461903 (Mon – Fri 8am – 6pm) or the Trust Switchboard 875875 (out-of-office hours) and asking for either the R&D Director Professor Nick Stafford or the R&D Manager James Illingworth.**

- The investigator or HEY R&D should phone the Clinical Trial Unit at the MHRA and discuss the issue with a medical assessor as soon as possible. Contact the MHRA CTU via the clinical trials for medicines helpline 020 3080 6456 (Monday - Friday 08:30 -16:30).

- HEY R&D should notify pharmacy clinical trials staff as soon as possible.

- The investigator must notify the MHRA, REC and Trust (HEY R&D) in writing **within 3 days** after the urgent measures have been taken, by submitting a substantial amendment notification form.

- Note that if the decision is made with HEY R&D to halt the study due to the urgent safety measures then this can be added to the substantial amendment form and would save submitting another substantial amendment for the temporary halt as described in the next section on temporary halt of a trial.

- The Substantial Amendment Notification form can be created in IRAS by using the *Create Notice of Substantial Amendment* button in the Amendments tab. Otherwise use the following link for the substantial amendment form and complete electronically.
  http://ec.europa.eu/health/files/eudralex/vol-10/substantial_amendment_notification_form_.doc

- In **part E.1** of the substantial amendment form, make sure that you enter the **amendment number (in numerical order of amendments for the trial) and date (when the amendment was completed).** Refer to R&D GCP SOP 01 Version control of essential documents**.**

- The substantial amendment form and any supporting documents should be sent with a covering letter detailing;

  - the urgent measures taken
  - the reasons for them
  - the medical assessor contacted

- The amendment should be sent to the MHRA as PDF documents on CD to: Information Processing Unit, Area 6, MHRA, 151 Buckingham Palace Road, Victoria, London SW1W 9SZ

- The amendment should be emailed to the REC co-ordinator. Signature pages should be scanned and emailed. The original signed documents should be kept in the Trial Master File.

- The amendment should be emailed to the R&D amendments administrator at research.development@hey.nhs.uk with the R&D reference number and amendment number and date in the subject. Either scan and email signature pages to R&D or put in the internal post or fax to 461886. R&D will forward a copy of the amendment and attachments to the principal pharmacy technician.

Temporary halt of a trial

- HEY R&D as sponsor and the chief/principal investigator will decide whether the trial should be halted due to the urgent safety measures.

- If the decision is made to halt the trial then the investigator or HEY R&D will notify the MHRA and REC immediately and at least **within 15 days** from when the trial is halted temporarily, by submitting a substantial amendment notification form.

- The Substantial Amendment Notification form can be created in IRAS by using the *Create Notice of Substantial Amendment* button in the Amendments tab. Otherwise use the following link for the substantial amendment form and complete electronically.
  http://ec.europa.eu/health/files/eudralex/vol-10/substantial_amendment_notification_form_.doc

- The form should include a clear explanation of what has been halted (e.g. stopping recruitment and/or interrupting treatment of subjects) and the reasons for the temporary halt.

- The form should be sent to the MHRA as a PDF document on CD to: Information Processing Unit, Area 6, MHRA, 151 Buckingham Palace Road, Victoria, London SW1W 9SZ.

- The form should be scanned and emailed to the REC co-ordinator, keeping the original signed copy in the Trial Master File.

- Email the form to R&D and either scan, fax (461886) or put a paper copy of the signature page in the internal post. R&D will forward a copy to the principal pharmacy technician.

Restart of a trial

- HEY R&D as sponsor together with the chief/principal investigator will decide if a trial is to be restarted.

- To restart a trial, the investigator (with HEY R&D) should make the request as a substantial amendment using the substantial amendment notification form and providing evidence that it is safe to restart the trial.

- The substantial amendment form should be sent to the MHRA, REC and HEY R&D as described for the temporary halt.

- **An MHRA notice of acceptance, REC favourable opinion and R&D approval must be obtained for the substantial amendment before the trial can restart.**

Early termination of a trial

- If the investigator and HEY R&D decide not to recommence a temporarily halted trial, the investigator must notify the MHRA, REC and HEY R&D **within 15 days** of the date of termination by submitting the Declaration of the End of Trial form and including a brief explanation of the reasons for ending the trial.

- The end of trial form is available from the Eudralex website – Volume 10: Clinical trials http://ec.europa.eu/health/documents/eudralex/vol-10/

- The end of trial form should be sent to the MHRA, REC and HEY R&D as described for the temporary halt. R&D will forward a copy of the end of trial form to the principal pharmacy technician.

3 Additional sponsor responsibilities

- To advise investigators where necessary of the substantial amendment notification procedure and version control of the substantial amendment.

- To check when monitoring that trial amendments have been submitted promptly to the MHRA, REC and R&D.

- To check when monitoring that MHRA, REC and R&D approvals have been obtained prior to the amendment being implemented.

- To check version control when monitoring. Should the trial amendment have involved amending trial documents (e.g. protocol, consent form, patient information sheet) check that the *latest approved versions* of these documents are being used and examples filed in the Trial Master File.