Ambition Trial Coordinating Centre
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Trial Management
Work Practice Document 3
Site Close-out

Title of study	High Dose AMBISOME© on a Fluconazole Backbone for Cryptococcal Meningitis Induction Therapy in sub-Saharan Africa: A Phase III Randomized Controlled Non-inferiority Trial		
Acronym	Ambition-cm – AMBIsome Therapy Induction OptimizatioN		
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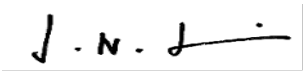
Approved by	Joseph Jarvis CI		20/07/2017

Revision History:		
Version Number	Effective Date	Reason for Change
1.0	20/07/2017	First version

Working Practice Document
Site Close-out

Purpose

This Working Practice Document (WPD) describes the process for closing out trial sites participating in the Ambition trial.

This WPD applies to the Ambition trial conducted by the Ambition Trial Coordinating Centre and will be carried out according to applicable aspects of International Conference on Harmonisation (ICH) Good Clinical Practice (GCP) standards.

References

Ambition Phase III Trial Protocol

ICH Harmonised Tripartite Guideline for Good Clinical Practice (1996), accessible at: http://www.ich.org/fileadmin/Public_Web_Site/ICH_Products/Guidelines/Efficacy/E6_R1/Step4/E6_R1__Guideline.pdf

LSHTM-SOP-049 [Site Close Out]

Appendices

1. Site Close-out monitoring checklist
2. Site Close-out report

Procedures

The Chief Investigators (CI) are responsible for deciding when a trial site should be closed.

The TM is responsible for ensuring site close out procedures are completed. Site close out will be carried out according to this WPD.

The Principal Investigator (PI) is responsible for liaising with the TM to organise correspondence with Institutional Review Board/Independent Ethics Committee (IRB/IEC).

The close out process for the Ambition trial will be initiated with a formal letter notifying the PI of the termination of the trial at that hospital, detailing the reasons for the termination, and the steps to be completed for close out of the trial.

The following tasks must be completed to close the trial at a site;

- Notification of the end of trial to the relevant Ethics Committee. The TM should request that the local PI notifies the relevant Local Ethics Committee (LEC) of the close of the trial. A copy of this letter should be sent to the Ambition Trial Coordinating Centre (TCC). Where necessary, the TCC may also correspond directly with the EC to inform them of a site close out.
- All data for all randomised patients must have been transmitted to the TCC and the PI instructed to ensure paper copies of all relevant documents (consents forms, queries resolutions evidence etc) are filed in the Investigator Study File.
- All trial treatments must be accounted for. A full record of completed Drug Accountability Logs (DAL) should have been returned to the TCC for all drug boxes sent to site. Destroyed drug packs must be recorded on the DAL.

- The TM must remind the PI of his/her responsibility that the trial related documentation is archived for at least five years following the end of the trial globally. The PI must confirm that this has been arranged.
- The Data Manager (DM) must withdraw access to the Ambition trial database for all members of staff at the site.

A site close out self-monitoring checklist will be sent to the PI with the close out letter for completion.

Failure of the PI to return any of the above documents, or confirm completion of tasks will result in a follow-up letter and if no reply is received to this letter the relevant ethics committee should be informed of any outstanding issues.

The PI should be further reminded that if adequate archiving facilities of medical records are not available, the relevant patient notes may have to be copied and stored with the other trial related documents. Patient medical records must have been clearly labelled with a sticker indicating the patient's participation in the trial.

The PI will be kept up-to-date with plans for analysis and publication. Their involvement in the publication process will be in line with the Publication Plan.

Site Close-Out Report

The Site Close-Out Report should confirm that the close out process has been completed and should summarise:

- the date, site, name of the monitor or person completing the close out, and name of the PI or other individual(s) contacted
- patient recruitment and status
- the quantity of each IMP delivered, used and collected/destroyed; any anomalies
- the relevant document the relevant documentation present on site that is to be archived; any missing documents should be sent with this report
- PIs responsibility for archiving and for informing the IRB/IEC that the trial is complete at that site
- that any outstanding payments have been made in accordance with the trial agreement.

The report will be drafted within 10 working days of the site closure.

Reporting to the Regulatory Authorities and National Ethics Committees

The TM should inform the relevant regulatory authority of the closing of an individual site as per the conditions of approval.

Training

Each staff member receives or has direct access to applicable Working Practice Documents (WPDs).

Each staff member reviews the applicable WPDs once a year.

All WPD training is documented and tracked in the training log located in the Investigator Site File (ISF)

New staff is trained on applicable WPDs within 30 days of employment and all WPDs within 90 days of employment.

Staff members whose duties fall within this WPD scope are retrained within 14 days of the approval of each WPD revision.

Staff signatures: (signing below indicate that you have read this SOP and understand the material contained in it)

Date	Name (Please print)	Signature