Network Manual of Procedures Updates

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IMPAACT Operations Center

IMPAACT Network Annual Meeting
Study Coordinators Meeting
13 June 2019
Washington, D.C.

IMPAACT Network Manual of Procedures

- WHO?
- WHAT?
- WHERE?
- WHEN?

IMPAACT
International Maternal Pediatric
Adolescent AIDS Clinical Trials Network

IMPAACT Network Manual of Procedures

- WHO? All IMPAACT Network Members and Collaborators

Network Leadership	Scientific Committee Members	Central Resource Groups (Ops Center, DMC, SDAC, LC)
ICAB	Oversight Groups	Clinical Research Site Staff

IMPAACT Network Manual of Procedures

- WHAT? Reference document for current IMPAACT policies and procedures

1. Overview of IMPAACT Network
2. Network Groups
3. IMPAACT Operational Components
4. IMPAACT Protocol Teams
5. Community Partnership
6. Network Meetings and Communication
7. General Policies and Procedures
8. Human Subjects Considerations
9. Protocol Development and Modifications
10. Site Selection for IMPAACT Studies
11. Study Specific Pre-Implementation Activities
12. Study Implementation
13. Study Oversight
14. Study Close-out
15. Ancillary Studies and Investigations
16. Training
17. Laboratory Considerations
18. Network Evaluation
19. Publications Requirements and Procedures

Appendix I. Unblinding Procedures

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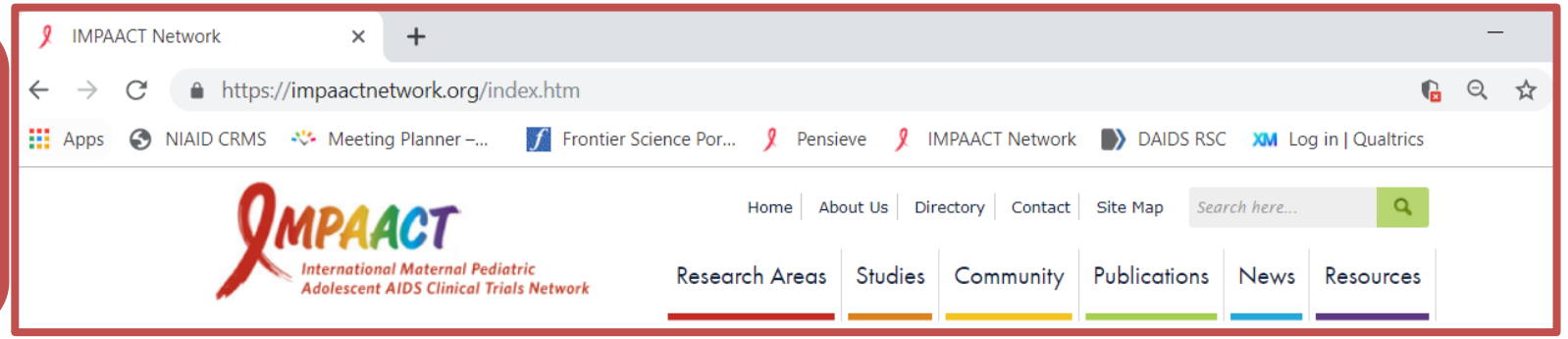
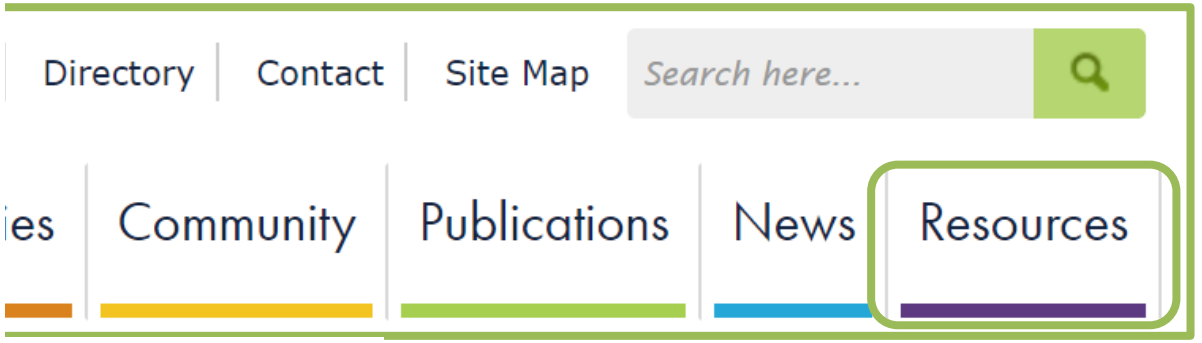
- V

Go to IMPAACTnetwork.org





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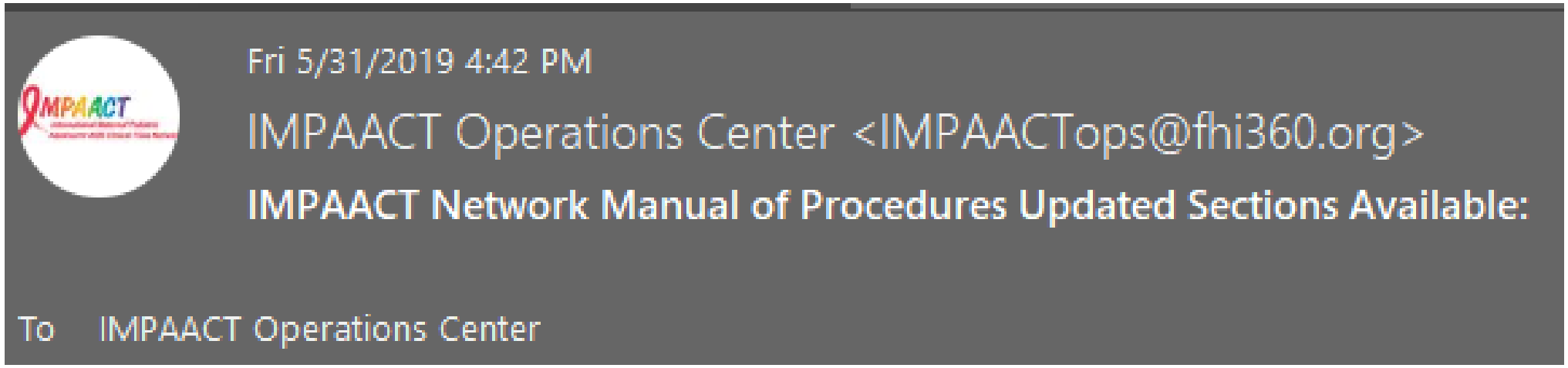
- WHEN? Updates are made as they are identified and as questions are raised
  All IMPAACT members are notified via email



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Key Sections for Sites

- Section 5 → Community Participation and Engagement
- Section 8 → Human Subjects Consideration
- Section 10 → Site Selection for IMPAACT Studies
- Section 11 → Study Specific Pre-Implementation Activities
- Section 16 → Training
- Section 17 → Laboratory Considerations
- Section 18 → Network Evaluation
- Appendix I → Unblinding Procedures

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Section 5, Community Participation and Engagement in the IMPAACT Network

- IMPAACT Community Advisory Board (ICAB)
- ICAB Leadership Group (ILG)
- IMPAACT Site Community Advisory Boards
- Community Input into the Protocol Development Process
- Cross Network Collaborations and Community Partners

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Section 8, Human Subjects Considerations

- First implementation version issued in November 2018
- Includes:
  - Review of regulatory requirements
  - IMPAACT guidelines
  - Training requirements
  - Other helpful resources

Figure 8-2. Example of Completed Informed Consent Signature Blocks for Illiterate Consenters

SIGNATURES

Participant Name	Participant Signature	Date
Mary Phiri		**25 NOV 2014**

Participant name and date written by Martha Moore. MM 25 NOV 2014

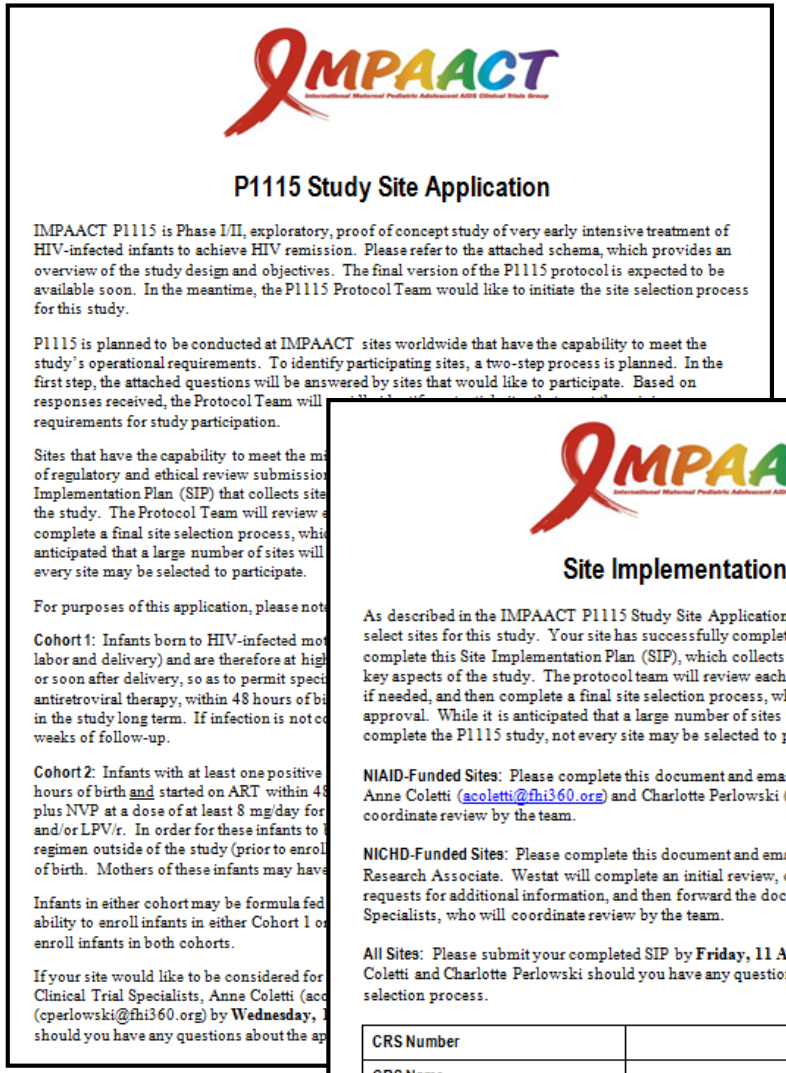
Martha Moore		**25 NOV 2014**
Name of Staff Person Conducting Consent Discussion	Study Staff Signature	Date
Debra Ross		**25 NOV 2014**
Witness Name	Witness Signature	Date

Section 10, Site Selection for IMPAACT Studies

Two-step process initiated by Protocol Team early in protocol development phase

- **Step 1:** Short application to determine site interest and rule out sites that cannot meet minimum study-specific requirements
- **Step 2:** Sites that meet minimum requirements submit a Site Implementation Plan, including sufficient operational detail to optimize selection

Results in site selection and participant accrual plan for review and approval by the Management Oversight Group



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P1115 Study Site Application

IMPAACT P1115 is Phase I/II, exploratory, proof of concept study of very early intensive treatment of HIV-infected infants to achieve HIV remission. Please refer to the attached schema, which provides an overview of the study design and objectives. The final version of the P1115 protocol is expected to be available soon. In the meantime, the P1115 Protocol Team would like to initiate the site selection process for this study.

P1115 is planned to be conducted at IMPAACT sites worldwide that have the capability to meet the study's operational requirements. To identify participating sites, a two-step process is planned. In the first step, the attached questions will be answered by sites that would like to participate. Based on responses received, the Protocol Team will

requirements for study participation.

Sites that have the capability to meet the mi
of regulatory and ethical review submissio
Implementation Plan (SIP) that collects site
the study. The Protocol Team will review e
complete a final site selection process, whi
anticipated that a large number of sites will
every site may be selected to participate.

For purposes of this application, please not

Cohort 1: Infants born to HIV-infected mot
labor and delivery) and are therefore at high
or soon after delivery, so as to permit speci
antiretroviral therapy, within 48 hours of bi
in the study long term. If infection is not c
weeks of follow-up.

Cohort 2: Infants with at least one positive
hours of birth and started on ART within 4
plus NVP at a dose of at least 8 mg/day for
and/or LPV/r. In order for these infants to
regimen outside of the study (prior to enrol
of birth. Mothers of these infants may have

Infants in either cohort may be formula fed
ability to enroll infants in either Cohort 1 o
enroll infants in both cohorts.

If your site would like to be considered for
Clinical Trial Specialists, Anne Coletti (acc
(cperlowski@fhi360.org) by **Wednesday,**
should you have any questions about the ap

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Site Implementation Plan

As described in the IMPAACT P1115 Study Site Application, a two-step process is planned to select sites for this study. Your site has successfully completed the first step and is now asked to complete this Site Implementation Plan (SIP), which collects detailed operational information on key aspects of the study. The protocol team will review each SIP, request additional information if needed, and then complete a final site selection process, which is subject to network leadership approval. While it is anticipated that a large number of sites will be needed to successfully complete the P1115 study, not every site may be selected to participate.

NIAID-Funded Sites: Please complete this document and email it to the Clinical Trial Specialists, Anne Coletti (acoletti@fhi360.org) and Charlotte Perlowski (cperlowski@fhi360.org), who will coordinate review by the team.

NICHD-Funded Sites: Please complete this document and email it to your Westat Clinical Research Associate. Westat will complete an initial review, contact you with any questions or requests for additional information, and then forward the document to the Clinical Trial Specialists, who will coordinate review by the team.

All Sites: Please submit your completed SIP by **Friday, 11 April 2014**. Please also contact Anne Coletti and Charlotte Perlowski should you have any questions about the SIP document or the site selection process.

CRS Number		
CRS Name		
P1115 Cohorts Planned to be Enrolled at Your Site	☐ Cohort 1 ☐ Cohort 2	
Predominant Method of Infant Feeding at Your Site	☐ Formula feeding ☐ Breastfeeding →	**Typical duration of breastfeeding:** [XX] months
Expected Timeframe from First Drug Regulatory or IRB/EC Submission to Receipt of all Required Approvals to Begin Study Implementation	[XX] weeks or [XX] months	

Note: The IMPAACT Operations Center will be contacting you separately to obtain further details on the drug regulatory and ethical (IRB/EC) review process for your site. For the two questions above, please consider all reviews that will be required at your site, whether these will be undertaken concurrently or serially, and typical timeframes for obtaining approval from each review body.

Section 11, Study-Specific Pre-Implementation Activities

- Split into two sections:
  - Study Opening Requirements (mostly applicable to protocol teams)
  - Site-Specific Study Activation
- Recently updated section on site-specific study activation to include subsections for:
  - Delegation of duties log
  - Financial disclosures
  - Clinical trials insurance
  - Data management requirements
  - Study-Specific SOPs
  - SOPs for regulatory inspection readiness
  - Revised and expanded all additional subsections

Section 16, Training

- Human Subjects Protection
- Good Clinical Practice
- Laboratory Related
- Data Management
- Research Ethics
- Study-Specific
- Documenting Training

Figure 16-2. Minimum Topics to be Covered for IMPAACT Study-Specific Trainings

- Study Overview including Rationale and Objectives
- Study-Related Communications
- Informed Consent Considerations
- Eligibility Criteria
- Screening and Enrollment Process
- Study Procedures (covering protocol Section 6 and the Schedules of Evaluation)
- Pharmacy and Study Drug Considerations
- Data Management Considerations
- Laboratory Considerations
- Toxicity/Participant Management
- Adverse Event and EAE Reporting
- If needed, network structure and procedures overview (including deviation reporting)
- Other study- or site-specific topics may be added

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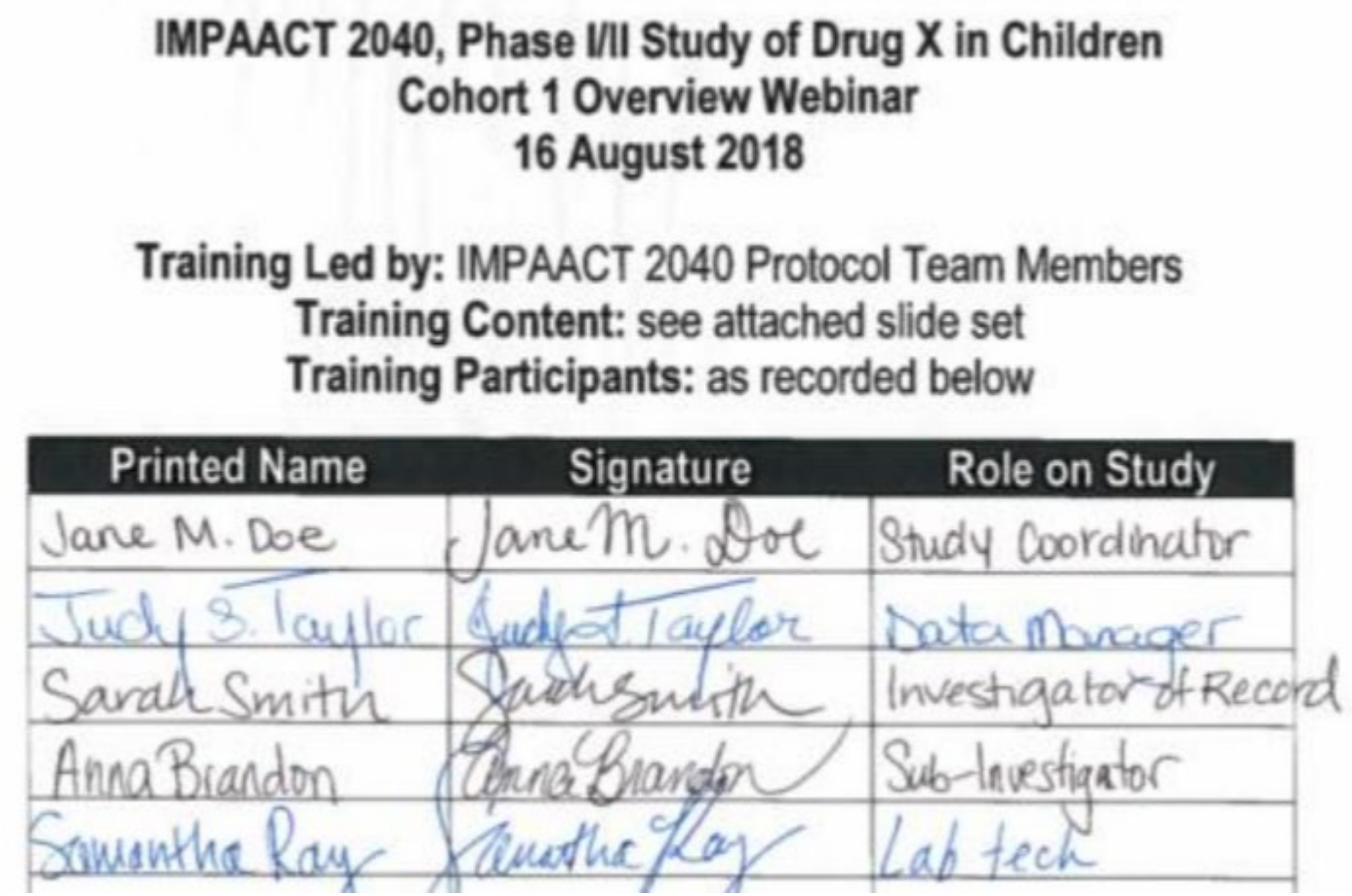
Section 16, Training: Documentation! A few reminders

- ✓ Site IoRs are responsible for ensuring that study site staff members are:
  - Appropriately qualified and trained to carry out their delegated duties AND
  - **That all training is adequately documented**



IMPAACT 2040, Phase I/II Study of Drug X in Children
Cohort 1 Overview Webinar
16 August 2018

Training Led by: IMPAACT 2040 Protocol Team Members
Training Content: see attached slide set
Training Participants: as recorded below

Printed Name	Signature	Role on Study
Jane M. Doe	Jane M. Doe	Study Coordinator
Judy S. Taylor	Judy S. Taylor	Data Manager
Sarah Smith	Sarah Smith	Investigator of Record
Anna Brandon	Anna Brandon	Sub-Investigator
Samantha Ray	Samantha Ray	Lab tech

Section 16, Training: Documentation!
A few reminders

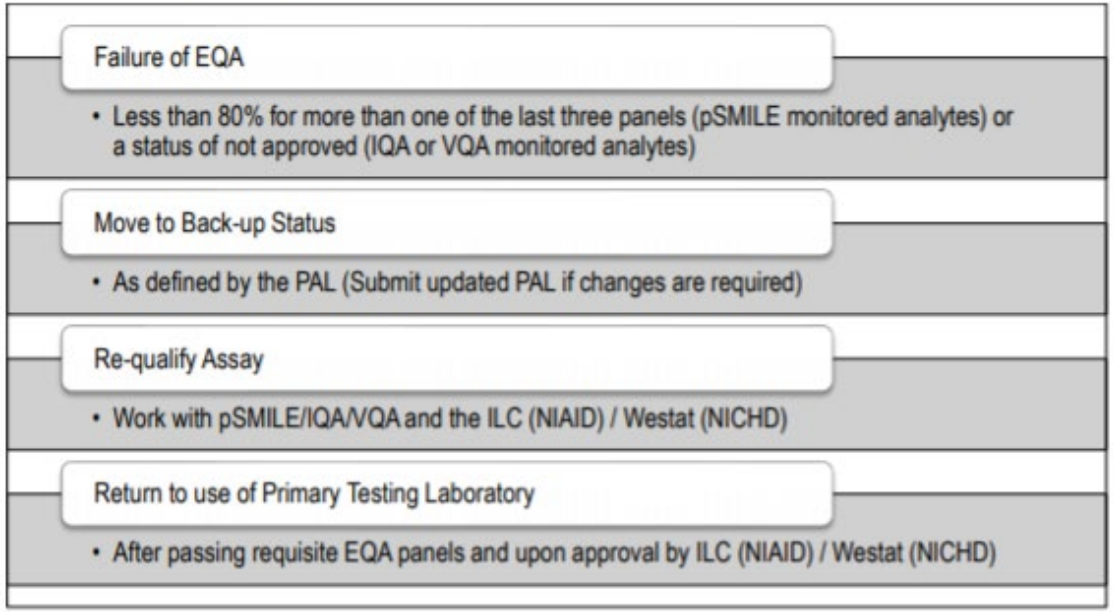
Recommendations for best practice include:

- ✓ Record training in the log as it is completed to ensure completeness and accuracy of the data.
- ✓ This log need not include training that is documented by a completion certificate or other written documentation.
- ✓ The site study staff member listed on each line should sign to verify that the training has been completed.
- ✓ Number each page and maintain this log in the Essential Documents files.
- ✓ Store pages in reverse chronological order, with the newest pages of the log placed at the front of the section.
- ✓ At the conclusion of the study, identify the final page of the log by checking the box in the footer.

Section 17, Laboratory Considerations

- Comprehensive document including description of Network and sponsor lab entities and process requirements
- Recently updated to update links and incorporate minor changes and updates throughout

Figure 17-5. Moving to Back-up Status



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Section 18, Network Evaluations

- Describes the process for site evaluation, including evaluation in comparison to pre-specified measures and standards

- ✓ Protocol implementation timelines
- ✓ Participant accrual and retention
- ✓ Clinical data management
- ✓ Laboratory data and specimen management
- ✓ Laboratory quality assurance
- ✓ Outstanding laboratory critical action items
- ✓ Protocol deviations

Appendix I, Unblinding Procedures

- Recently updated to incorporate changes related to access to and procedures for the Emergency Unblinding Utility on the DMC Portal were updated in the rows Table I-1 related to DMC User Support and Site IoR or designee; as well as in Section I.5.1
- Currently, only applicable for IMPAACT 2018

What are your questions?