**Site Closedown Checklist for**

**UHL Sponsored Non CTIMP Studies**

**Site Information**

|  |
| --- |
| **Sponsor Number:**  |
| **Study Name:**  |
| **Study Site:** |
| **Chief /Principal Investigator name:** |
| **Date of Visit:** |

**List of site and monitoring personnel in attendance (if applicable)**

|  |  |
| --- | --- |
| **Name** | **Position** |
|  |  |
|  |  |

**Study Status**

|  |  |
| --- | --- |
| Planned patient number |  |
| Number of patients randomised |  |
| Number of patients completed |  |
| Number of patients withdrawn |   |
| Number of patients lost to follow up |  |
| **Comments:** |  |

**1. Contacts List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed /verified** | **Yes** | **No** | **N/A** | **Comments** |
| Is there a current contact list on file? |[ ] [ ] [ ]   |
| Are there superseded contact lists on file |[ ] [ ] [ ]   |

**2. Protocol**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Is the current approved protocol on file? |[ ] [ ] [ ]   |
| Is the protocol signed and dated? |[ ] [ ] [ ]   |
| Are signed and dated superseded protocols on file? |[ ] [ ] [ ]   |
| Is there a completed protocol deviation log on file? |[ ] [ ] [ ]   |
| Have all protocol deviations been reported and reviewed by PI? |[ ] [ ] [ ]   |
| **Comments/Findings** |

**3. Ethics/HRA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are all original applications/authorisations on file? |[ ] [ ] [ ]   |
| Are all substantial amendment/s complete and on file? |[ ] [ ] [ ]   |
| Are all non-substantial amendment/s complete and on file? |[ ] [ ] [ ]   |
| Is the notification of trial completion (end of study declaration) on file? |[ ] [ ] [ ]   |
| Is there Ethics/HRA correspondence on file? |[ ] [ ] [ ]   |
| Is the REC acknowledgement of end of study declaration on file? |[ ] [ ] [ ]   |
| **Comments/Findings** |

**4. R&I/R&D/Research Office**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are all original copies of relevant applications/ authorisations on file? |[ ] [ ] [ ]   |
| Are all substantial amendment/s complete and on file? |[ ] [ ] [ ]   |
| Are all non-substantial amendment/s complete and on file? |[ ] [ ] [ ]   |
| Is research office correspondence on file? |[ ] [ ] [ ]   |
| **Comments/Findings** |

**5. Investigator Site Personnel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
|  Have the end dates been updated for all research personnel named on the Delegation of Authority Log? |[ ] [ ] [ ]   |
| Has the Principal Investigator signed off the Delegation of Authority Log? |[ ] [ ] [ ]   |
| Confirm that all CVs/GCP/training records are up to date and on file |[ ] [ ] [ ]   |
| **Comments/Findings** |

**6**. **Standard Operating Procedures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are details of where to access current Sponsor SOPs on file |[ ] [ ] [ ]   |
| Standard operating procedures read logs completed for all study team members? (where applicable) |[ ] [ ] [ ]   |
| **Comments/Findings** |

**7. Study Documentation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Is the current approved subject documentation on file? |[ ] [ ] [ ]   |
| Are all superseded subject documents on file? |[ ] [ ] [ ]   |
| Are previous versions of study documentation marked as superseded? |[ ] [ ] [ ]   |
| Is there a copy of the current Case Report Form on file? |[ ] [ ] [ ]   |
| Are all superseded Case Report Forms on file? |[ ] [ ] [ ]   |
| **Comments/Findings** |

**8. Subject Documentation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Is there a current screening log template on file? |[ ] [ ] [ ]   |
| Is the subject screening log complete? |[ ] [ ] [ ]   |
| Is there a current enrolment log template on file? |[ ] [ ] [ ]   |
| Is the enrolment log complete and up to date to indicate that all patients have completed or withdrawn from the study?  |[ ] [ ] [ ]   |
| **Comments/Findings** |

**9. Randomisation (if not applicable □**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Is there documentation of the randomisation process on file? |[ ] [ ] [ ]   |
| Are details of where the master randomisation list is held on file? |[ ] [ ] [ ]   |
| Is there evidence of correct blinding as per study protocol? |[ ] [ ] [ ]   |
| **Comments/Findings** |

**10. Informed Consent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are all consent forms present and correctly completed? |[ ] [ ] [ ]   |
| Is the informed consent process properly documented in the medical/trial records |[ ] [ ] [ ]   |
| **Comments/Findings** |

**11. Data Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are computer records and files containing identifiable data stored on a remote and secure server? |[ ] [ ] [ ]   |
| Is the emergency recovery procedure for retrieving data available  |[ ] [ ] [ ]   |
| Is access to electronic study records and files password protected? |[ ] [ ] [ ]   |
| Are electronic data files for analysis anonymised? |[ ] [ ] [ ]   |
| Confirmation that all personnel data will be removed according to the timespan stated within the ethical application?  |[ ] [ ] [ ]   |
| Is there provision in place for suitable archiving? If yes are details logged with the Sponsor office? |[ ] [ ] [ ]   |
| **Comments/Findings** |

**12. Source Data Verification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are all CRFs complete and all data queries resolved? |[ ] [ ] [ ]   |
| Has all patient identifiable data been removed?  |[ ] [ ] [ ]   |
| Confirmation that Data Lock point has been achieved? |[ ] [ ] [ ]   |
| Confirmation that a Statistical Analysis Plan (SAP) is in place? |[ ] [ ] [ ]   |
| **Comments/Findings** |

**13. Safety Reporting (if not applicable □)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are SAE reporting guidelines on file? |[ ] [ ] [ ]   |
| Is there a current SAE form template on file? |[ ] [ ] [ ]   |
| Are all SAE reports and associated acknowledgement correspondence from sponsor/research office filed in the investigator site file? |[ ] [ ] [ ]   |

**14. Monitoring/Audit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are study monitoring/audit visit documentation and responses on file? |[ ] [ ] [ ]   |
| Is the monitoring log complete and on file? (where applicable) |[ ] [ ] [ ]   |
| Is the study specific monitoring plan on file? (where applicable) |[ ] [ ] [ ]   |
| **Comments/findings** |

**15. Clinical Laboratory if N/A □**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are current and superseded certificates of accreditation/laboratory SOPs on file? |[ ] [ ] [ ]   |
| Are current and superseded normal reference ranges on file? |[ ] [ ] [ ]   |
| Are current / superseded sampling and sample handling procedures documented/ is there a lab manual on file? |[ ] [ ] [ ]   |
| Are completed sample logs on file? |[ ] [ ] [ ]   |
| Are all specimen results reviewed and signed and dated by PI? (where applicable) |[ ] [ ] [ ]   |
| Are all specimen results that are out of range marked as clinically significant or not clinically significant? (where applicable) |[ ] [ ] [ ]   |
| Are freezer temperature monitoring records for duration of sample storage/study on file? |[ ] [ ] [ ]   |
| Are sample shipment receipt/tracking records on file? |[ ] [ ] [ ]   |
| Are records of sample destruction/method complete as per relevant laboratory SOP and on file?  |[ ] [ ] [ ]   |
| Is there clear evidence that all specimens/samples which are not being retained under the original REC application following study closure have been destroyed as per relevant laboratory SOP?  |[ ] [ ] [ ]   |
| Are details of where samples are to be held for future research complete and on file together with the relevant contact details of personnel responsible for sample/specimen maintenance?Copy of document to be provided for sponsor records.Please be aware that once specimens /samples are not covered by this ethical application, they must be stored in a HTA licensed area. |[ ] [ ] [ ]   |
| **Comments/Findings** |

**16. Study Related Supplies if N/A □**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are all study related supplies documents completed and on file? |[ ] [ ] [ ]   |
| Are all maintenance and calibration records completed and on file? |[ ] [ ] [ ]   |
| **Comments/Findings** |

**17. Financial/Legal agreements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are all completed documents relating to contracts, finance, funding, indemnity and sponsorship on file? |[ ] [ ] [ ]   |
| **Comments/Findings** |

**18. Annual Reports**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are annual progress reports to the Ethics Committee on file? |[ ] [ ] [ ]   |
| Are Sponsor confirmations of annual report receipt on file? |[ ] [ ] [ ]   |
| **Comments/Findings** |

**19. Final Study Report/Publication**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Are copies of all interim study analysis publications on file? |[ ] [ ] [ ]   |
| Is a copy of the final study report to the REC on file |[ ] [ ] [ ]   |
| Is an acknowledgement of receipt by HRA on file? |[ ] [ ] [ ]   |
| Discuss the requirement to submit final study report and study publication(s) to be submitted to the REC |[ ] [ ] [ ]   |
| Discuss the requirement for copies of the final report and study publication(s) |[ ] [ ] [ ]   |
| **Comments/Findings** |

**20. Correspondence**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
| Is all study related correspondence on file? |[ ] [ ] [ ]   |
| **Comments/Finding** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items discussed/verified** | **Yes** | **No** | **N/A** | **Comments** |
|  |[ ] [ ] [ ]   |
| **Comments/Findings** | **Category** |
|  |  |

**21. Other/Miscellaneous**

Principal Investigators Name (Print)…………………………………………

Signature…………………………………………………………………………………

Date ………………………………………………………………………………………..

Confirmation by Sponsor/Sponsors delegate that study ready for closure.

Name (Print) …………………………………………………………..

Signature ………………………………………………………

**This line signifies the end of the document**