Standard Operating Procedure: Drug Replacement SOP

Purpose

The purpose of this SOP is to describe the process of replacing of PB-SAM investigational products such as pancreatic enzyme/placebo and Ursodeoxycholic acid/Placebo in case of loss or damage. This applies to only PB-SAM trial participants.

Intended users

clinicians, clinical trial staff, study/trial nurse, trial coordinator, study staff

Responsibility

- This SOP applies to all study clinicians, nursing staff and field workers involved in the management of study participants, the clinical lead, study coordinator and statistician.
- The Principal Investigator through the lead clinician retains the overall responsibility on implementation of this SOP.

Definitions

IP Investigational Product

Required Materials

Designated numbered replacement metronidazole/placebo bottles

Drug replacement log

Pens

Procedure

Introduction and general considerations

- In the PB-SAM study the clinician, nurses and trial staff are blinded to Pancreatic enzyme/Placebo and Ursodeoxycholic acid/Placebo IP allocation.
- For Pancreatic enzyme/Placebo, this has been done by manufacturing and Pancreatic enzyme and placebo similarly (granules, appearance, glass bottles, type of packaging and

anonymized labelling). They have then been assigned and labelled with study numbers according to the randomization list.

- For Ursodeoxycholic acid/Placebo, this has been done by manufacturing and Urosdeoxycholic acid and placebo similarly (liquid, appearance, glass bottles, type of packaging and anonymized labelling). They have then been assigned and labelled with study numbers according to the randomization list.
- The IP may be affected by incidents during the study such as spills and breakage either before or after allocation to a participant. The procedure in this SOP will guide the replacement of an IP bottle to ensure that integrity of randomization is not affected. The procedure aims to ensure that the participant receives the correct allocation and doses for the duration stipulated in the protocol.

Preparation

- Prospectively, the study coordinator or clinical lead, in consultation with the statistician who conducted the randomization, shall allocate a pool of numbered bottles to be used for replacement in case of loss or damage from specific randomization blocks from the end of randomization list of the available randomized and labelled bottles. These replacement bottles shall be allocated to the study sites.

IP replacement

- In case of any incident that may affect the integrity of the IP, a study clinician/study nurse should inform the trial co-ordinator or clinical lead immediately by telephone.
- The study clinician/study nurse shall also contact the site statistician/designee stating the CRF/study number affected and request for the number of a replacement for the affected IP bottle.
- The statistician will assign a numbered replacement bottle with the same allocation to that the patient had been earlier randomly assigned to and email it to the study staff requesting the replacement, copied to the clinical lead and study coordinator.
- The study clinician/nurse and a witness (another member of the study team) will pick the newly assigned number and countercheck that it corresponds with what has been assigned by the statistician and that it is also replacing the number that had been given to the

statistician.

- The new bottle will then be taken from its box and labelled with the participant's earlier number. The study clinician will do this by crossing out the number already on the replacement bottle, leaving it visible, and writing the participant's allocated number, their initials and date in the presence of the witness and put it in the patient's earlier drug box that has the initial assigned randomization number. The new box will be kept safe by the study team on site and be periodically sent back to the study coordinator using a log; this may be done after monitoring.
- The two study team members will then complete the pancreatic enzyme/placebo (appendix 1) and ursodeoxycholic acid/placebo replacement log (appendix 2) with the following information: the randomization number for the bottle affected, the randomization number for the replacement bottle, state the nature of the incident that affected the drug bottle and both put their initials and date

APPENDICES

Appendix 1:Pancreatic enzyme/Placebo Replacement Log

Date (mm/dd/yy)	Randomization number for affected drug bottle	Randomization number of replaced drug bottle	Reason for replacement	Checked by staff 1	Checked by staff 2

Appendix 2: Ursodeoxycholic acid/Placebo Replacement Log

Date (mm/dd/yy)	Randomization number for affected drug bottle	Randomization number of replaced drug bottle	Reason for replacement	Checked by staff 1	Checked by staff 2

References

PB-SAM study protocol.

Document History

Version	Author	Approved by	Signature	Dated
1.01 CHAIN PB-SAM Drug accountability SOP	Amber Farooqui	Robert Bandsma		19-12-2020

Site Training Record

All sites are required to maintain a master copy of this SOP that documents the site staff that have been trained on this SOP.

Document History				
Version No.	**Trained staff initials**	**Signature of trained staff**	**Date**	**Trainer's Initials**
1.01	KDT	Example row	1st Jan 2016	DM

SOP AWARENESS LOG

I, the undersigned below, hereby confirm that I am aware that the accompanying SOP is in existence from the date stated herein and that I shall keep abreast with the current and subsequent SOP versions in fulfilment of Good Clinical Practice (GCP).

Number	Name	Signature	Date (dd/mmm/yyyy)
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