Clinical Trial Site SOPs - Contents

Study Site Standard Operating Procedures: Staff SOPs - Generic
SOP S1 Description of Organization Structure
SOP S2 Staff CV
SOP S3 Staff Responsibilities, Duties and Job Descriptions
SOP S4 Site Staff Education and Training
SOP S5 New Site Staff Orientation
SOP S6 Site Staff Communication Process
SOP S7 Staff Performance Reviews
SOP S8 Site Staff Meetings

Study Site Standard Operating Procedures: Quality Assurance SOPs - Generic
SOP QA1 Study-Specific Audit
SOP QA2 Study-Specific Inspection
SOP QA3 Preparation, Approval, Review and Maintenance of SOPs
SOP QA4 Human Research Protection Program
SOP QA5 Fraud and Misconduct
SOP QA6 Confidentiality Agreement, Obligations and Practices
SOP QA7 Participant’s Complaints
SOP QA8 Emergency Resuscitation - Cardiac Arrest
SOP QA9 Trial Registry
SOP QA10 Conflict of Interest Resolution
SOP QA11 Feasibility Study
Study Site Standard Operating Procedures: Pre-Study SOPs - Study Specific

SOP P1 Pre-Study Visit
SOP P2 Review of Protocol
SOP P3 Review of Protocol Amendments
SOP P4 Review of Investigator’s Brochure
SOP P5 Review of Case Report Form (CRF)
SOP P6 Study Organization and Planning
SOP P7 Study Team - Definition of Responsibility
SOP P8 Recruitment of Subjects
SOP P9 Pre-Study Planning of Investigational Products
SOP P10 Pre-Study Planning for Laboratory Investigations
SOP P11 Investigators’ Meeting and Good Clinical Practice Training
SOP P12 Ethics Committee or Institutional Review Board Application and Communications
SOP P13 Regulatory Authority Applications and Documents
SOP P14 Vulnerable Subjects

Study Site Standard Operating Procedures: Trial Operation SOPs - Study Specific

SOP T1 Site Initiation Visit
SOP T2 Subject Recruitment to Enrollment
SOP T3 Obtaining Written Informed Consent
SOP T4 Investigational Products Accounting, Dispensing and Administration
SOP T5 Blinding - Codes and Code Breaking
SOP T6 Paper Case Report Form Completion
SOP T7 Remote Data Capture
SOP T8 Data Clarification
SOP T9 Randomization
SOP T10 Monitoring Visit
SOP T11 Preparing and Managing Source Documents
SOP T12 Records Retention
SOP T13 Specimen Collection, Handling and Shipping
SOP T14 Continuing Review or Progress Reports and Communications with IRB
SOP T15 Adverse Event and Serious Adverse Event Reporting
SOP T16 Study Interim Data Analyses and Reports
SOP T17 Data and Safety Monitoring Committee
SOP T18 Protocol Deviations and Violations

Study Site Standard Operating Procedures: Study Closure SOPs - Study Specific
SOP SC1 Study Termination/ Close-out Visit
SOP SC2 Test Drug Destruction at Study Site
SOP SC3 Archiving of Study Data
SOP SC4 End-of-Trial Report