

## Site Profile Form

**Purpose of Site Profile form:** The intent of the Site Profile form is to capture site capabilities that are collected during site qualification and not to replace current individual pre-study activities. The intent is to reduce the administrative burden on sites associated with completing multiple forms requesting the same or similar information. The form is not intended to capture study specific or therapeutic specific information.

The form will be in an electronic format, with drop down or check boxes to keep the form simple and easy to use. There will be free text input boxes for providing any necessary explanations. Site should keep a copy of the completed form on file.

If additional text is needed in any of responses, use an asterisk and enter at the bottom of the form.

<b>1. COMPLETED BY:</b>	
Full Name:	<input style="width: 90%;" type="text"/>
Date Completed:	<input style="width: 20%;" type="text"/> Role: <input style="width: 70%;" type="text"/>
Investigator Name:	<input style="width: 90%;" type="text"/>
<b>2. SITE DETAIL:</b>	
Institution Name:	<input style="width: 95%;" type="text"/>
Address (Location):	<input style="width: 95%;" type="text"/>
City:	<input style="width: 40%;" type="text"/> State/Region/Province: <input style="width: 50%;" type="text"/>
Country:	<input style="width: 35%;" type="text"/> Postal Code: <input style="width: 55%;" type="text"/>
Type:	<input style="width: 90%;" type="text"/>
Therapeutic Area:	<input type="checkbox"/> Auto immune <input type="checkbox"/> Cardiovascular <input type="checkbox"/> Critical Care <input type="checkbox"/> Dermatology <input type="checkbox"/> Infectious Disease <input type="checkbox"/> Men's Health <input type="checkbox"/> Metabolic/ Endocrine <input type="checkbox"/> Musculoskeletal <input type="checkbox"/> Neuroscience <input type="checkbox"/> Oncology <input type="checkbox"/> Osteoporosis <input type="checkbox"/> Pain <input type="checkbox"/> Pediatrics <input type="checkbox"/> Psychiatry <input type="checkbox"/> Respiratory <input type="checkbox"/> Vaccines <input type="checkbox"/> Virology <input type="checkbox"/> Women's health
Other:	<input style="width: 90%;" type="text"/>
Trial phase capabilities:	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV other areas of expertise: <input style="width: 20%;" type="text"/>
Do you have affiliated research sites or satellite sites/clinics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which different sponsor type(s) do you have research experience?	<input type="checkbox"/> Industry <input type="checkbox"/> Academic <input type="checkbox"/> Investigator Initiated <input type="checkbox"/> None
Ethnicity of patient population - please break down your population by % of ethnicity	
<input style="width: 95%;" type="text"/>	
Demographics of patient population:	<input type="checkbox"/> Pediatric <input type="checkbox"/> Adult            Other comments: <input style="width: 20%;" type="text"/>
Is your site affiliated with a government agency or part of a government funded health service? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please specify the affiliation	
<input style="width: 95%;" type="text"/>	
Site Contacts: <i>Primary site contact for clinical trials</i>	
First Name:	<input style="width: 30%;" type="text"/> Phone: <input style="width: 20%;" type="text"/> Fax: <input style="width: 20%;" type="text"/>
Surname:	<input style="width: 30%;" type="text"/> Email: <input style="width: 20%;" type="text"/>

**3. ETHICAL COMMITTEE REVIEW PROCESS**

**PART A - This section is only applicable if the site is directly responsible for performing the ethics committee submission.**

**IRB/ERB/Ethics committee**

Name:

Address:

City:

State/Region/Province:

Country:

Postal Code:

**IRB/ERB/Ethics committee registration number (if applicable)**

**IRB/ERB/Ethics committee type:**

Central  Local  Central/acts as local

Name:

Phone:

**Does your site have a separate department that handles IRB/ERB/Ethics committee Submissions?**  Yes  No

If yes, please provide contact information for this department to the right of the form

Email:

**Please provide a general outline of the steps required to obtain approval for a study at your institution/site, including whether any steps are dependent on one another, and/or if they can be completed in parallel or in sequence. Please ensure that the following steps are covered, in addition to any other applicable administrative steps required at your site (example – contract/budget approval, scientific review committees, etc.)**

- IRB/ERB/ Ethics committee(s) meeting schedule/frequency
- Amount of time in advance of an IRB/ERB/ Ethics committee meeting that all documentation must be submitted
- Amount of time following an IRB/ERB/Ethics committee review you receive written confirmation of approval
- Does your local IRB/ERB/Ethics committee require payment of any fees ahead of submission or prior to the release of the final approval documents?

**PART B- this section is only applicable if the site is NOT responsible for directly performing ethics committee submissions.**

**Please provide a general outline of the steps required to obtain approval for a study at your institution/site, including whether any steps are dependent on one another, and/or if they can be completed in parallel or in sequence (example- contract/budget approval, scientific review committees, or other, but excluding ethical committee or health-authority submissions handled directly by the sponsor/CRO**  N/A or please, explain.

**4. INFORMED CONSENT**

Does your site have a written SOP, policy/procedure for Informed Consent? .....  Yes  No

Minor Assent for pediatric populations?.....  Yes  No

Other vulnerable populations?.....  Yes  No

Will your site require language translations for consents .....  Yes  No

If so, what languages will be required? Please list.

**5. SITE QUALIFICATIONS/TRAINING**

Does your site have a training program for the research staff? .....  Yes  No

Does the course content include GCP? .....  Yes  No

Does your site use an external program to conduct research training? If yes, please provide program course name:  Yes  No

Does your program have a provision for training staff when updates to protocols occur?.....  Yes  No

**6. FACILITIES AND EQUIPMENT**

**LOCAL LAB:**

Name/Details:

Phone:

Fax:

Email:

Local lab accreditation

GLP

CLIA

CAP

ISO

other



Does the study staff that prepares or transports dangerous goods have training that meets the IATA International Air Transport Association (US) or other countries hazardous training requirements for shipping dangerous goods? .....

Yes

No

N/A

**EQUIPMENT:**

Is Calibration of equipment done routinely? .....

Yes

No

Are records and calibration frequency available?.....

yes

No

Do you have non-frost-free freezers for biological sample storage?.....

-20

-70

N/A

Do you have refrigerators for biological sample storage?.....

Yes

No

Is there temperature monitoring for refrigerators? .....

Yes

No

Is there temperature monitoring for freezers? .....

Yes

No

Are records maintained and available?.....

Yes

No

Is there a back-up plan for a power outage of refrigerators and freezers?.....

Yes

No

Is the system alarmed if the equipment is out of range for refrigerators and freezers?.....

Yes

No

Do you have access to an ECG? .....

Yes

No

Do you have  External phone lines  International phone lines

Do you have a centrifuge for process lab samples? .....

Yes

No

Do you have refrigerated centrifuge for processing lab samples? .....

Yes

No

**COMPUTER CAPABILITY:**

Does your site have dedicated computers for the research studies?.....

Yes

No

What is your current browser and adobe version? Please list:

Does your site have internal firewalls? .....

Yes

No

Does your site have high speed internet access? .....

Yes

No

Does your site have wireless internet capabilities?.....

Yes

No

**OTHER:**

PK/PD capability? .....

Yes

No

Lab hours to accommodate PK/PD studies beyond (8-5, M-F)? .....

Yes

No

Is your site open on weekends? .....

Yes

No

Are you able to admit research subjects to an in-patient setting for research purposes?.....

Yes

No

**DIGITAL DIAGNOSTIC CAPABILITIES:**

CT  MRI  PET  X-ray  DXA  Other (please list)

**STORAGE FACILITIES:**

Is the onsite patient record storage secured to protect patient privacy? .....

Yes

No

Are the archiving facilities on site?  Yes  No, if offsite provide name and location information.

Is there storage area on site for study related materials, ex. Lab kits or other items?.....

Yes

No

**7. INVESTIGATIONAL PRODUCT (IP)**

Ship to address:

Primary

Contact:

Phone:

Email:

Fax:

Storage location the same as the shipping address? (if study specific skip)

Yes  No

Infusion capability? .....

Yes  No

**IP-STORAGE AND HANDLING**

Is the IP storage area secured with controlled access? .....

Yes  No

Is the temperature monitoring available for the following?  Room temp  Refrigerator  Freezer

Please detail temperature device capabilities (for example –min/max), frequency for monitoring.

Is the temperature monitoring alarmed in the event that there is an excursion? .....

Yes  No

Is there backup plan in the event of a power outage or equipment failure? .....

Yes  No

Is your site adequately staffed to perform both blinded and un-blinded roles, in case un-blinded drug monitoring is required? .....

Yes  No

**8. QUESTIONS SPECIFIC TO DESTRUCTION OF IP**

Does your site have the capability to destroy IP on site/arranged directly via sub-contractor?.....

Yes  No  N/A

Does your site have a written SOP/policy/procedure for IP destruction? .....

Yes  No  N/A

**IP – SATELLITE SITE (S)**

Will the satellite site(s) have a dedicated inventory?

Yes  No  N/A

Do you have a drug transportation procedure for satellite sites?

Yes  No  N/A

**9. QUESTION SPECIFIC TO CONTROLLED SUBSTANCES**

Does the site have the regulatory required licenses or registrations to receive, store, dispense and return controlled substances as required by local law? .....

Yes  No  N/A

The storage facility for controlled substances is securely constructed with restricted access to prevent theft or diversion? .....

Yes  No  N/A

Radio labeled IP capability? .....

Yes  No  N/A

Does your site have the capability to destroy IP on site for controlled substances?

Yes  No  N/A

**10. SOURCE DOCUMENTATION/CRFS/SITE MONITORING**

Source documents: Are site source documents  Paper  Electronic  Both

Please list any access limitations/requirements for the electronic medical records

Will monitors have access to

Phone

Fax

Copy machines

Internet access

CRFs

What electronic data systems has your staff used for clinical trials?

Inform

Medidata Rave

Oracle

Other, please list

Please provide any additional information not captured elsewhere on this form, that you feel is important that we should know about your site. Please reference section number if applicable: