

# SIP Facility Profile Form

**Note:** Invalid phone numbers and email address if entered in text fields in the form shall not be populated in SIP.

Facility Name

## **THERAPEUTIC AREAS AND PATIENT POPULATION**

**THERAPEUTIC AREA(S)** Provide the list of Therapeutic Areas for your Facility:

Bone
Cardiovascular Diseases
Congenital, Hereditary, and Neonatal Diseases and Abnormalities
Digestive System Diseases
Endocrine System Diseases
Eye Diseases
Female Urogenital Diseases and Pregnancy Complications
Immune System Diseases
Male Urogenital Diseases
Mental disorders

Sub-Therapeutic Areas:

**Note:** Sub-Therapeutic Areas can be selected online from the Facility Profile in SIP.

Other Areas of Expertise:

Musculoskeletal Diseases,Neoplasms,Nervous System Diseases,Nutritional and Metabolice Diseases,Otorhinolaryngologic Diseases,Pathological Conditions, Signs, and Symptoms,Respiratory Tract Diseases,Stomatognathic Diseases,Virus Diseases,Wounds and Injunies
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## STUDY PHASE CAPABILITIES

Phase I    Phase II    Phase III    Phase IV

## OTHER FACILITY DETAILS

Do you have Affiliated Research Sites or Satellite Sites/Clinics? A Satellite Site is a secondary location where the investigator sees clinical trial subjects. Usually this is the same investigator who sees subjects at the primary site location.  Yes    No

What study types does your Facility have experience with?

Academic    Industry    Investigator Initiated    Government    Other   Other

Is your Facility affiliated with a government agency or part of a government funded health service?  Yes    No    Not Applicable

## PATIENT POPULATION

Patient Population Demographics

Pediatrics - Less than or equal to 17    Adults - Ages 18-64    Geriatrics - Greater than or equal to 65

Patient Population Comments:

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# SIP Facility Profile Form

## IRB/ERB/ETHICS COMMITTEE

What is the average time (in days) to start a study once you have received the regulatory package?  Less than 30  30-60  61-90  
 91-120  Greater than 120

Does your Facility perform IRB/ERB/Ethics Committee submissions?  Yes  No

Does your Facility have a dedicated department or group to perform IRB/ERB/Ethics Committee submissions?  Yes  No

Department Contact Name

Department Contact Phone Number

Department Contact Email Address

Is your Facility able to initiate study activities prior to IRB/ERB/Ethics Committee protocol approval?  Yes  No

What types of IRB/ERB/Ethics Committee does your Facility use? (Select all that apply.)  Local  Central Acting as Local  
 Sponsor Provided Central

Does your institution and/or local regulation mandate the distribution of safety reports [e.g., development Safety Update report (DSUR), suspected unexpected serious adverse reaction (SUSAR) to a local Review Only IRB/ERB/Ethics Committee?  Yes  No

Are there any other steps that the Sponsor should be aware of for your IRB/ERB/Ethics Committee review and submission?  Yes  No

If Yes, provide details about the role various committees play in your site's review and submission process. If you have multiple local IRBs, explain what drives the decision on which IRB to use.

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## Local IRB/ERB/Ethics Committee

### IRB/ERB/Ethics Committee Name

Street Name and Number

Building/Floor/Room/Suite

Additional Address Info

Country

State/Province/Region

City

Zip/Postal Code

Registration No.

Registering Body









What is the meeting frequency of your Local IRB/ERB/Ethics Committee?

Weekly  Twice a Month  Monthly

Quarterly  Other

How long before IRB/ERB/Ethics Committee review is the Submission Packet required?

1 week  2 weeks

Greater than 2 weeks

Does the IRB/ERB/Ethics Committee require payment prior to release of final approval documents?

Yes  No

Does the IRB/ERB/Ethics Committee require contract/budget approval prior to release of final approval documents?

Yes  No

**Note:** Attachments can be uploaded online from the Facility Profile in SIP.

**Note:** Additional Local IRB/ERB/Ethics Committees can be added online from the Facility Profile in SIP.

## CENTRAL ACTING AS LOCAL IRB/ERB/ETHICS COMMITTEE

**Note:** Central Acting as Local IRB/ERB/Ethics Committee can be selected online from the Facility Profile in SIP.

# SIP Facility Profile Form

## REVIEW ONLY IRB/ERB/ETHICS COMMITTEE

<b>IRB/ERB/Ethics Committee Name</b>	<input type="text"/>
Street Name and Number	<input type="text"/>
Building/Floor/Room/Suite	<input type="text"/>
Additional Address Info	<input type="text"/>
Country	<input type="text" value="- Select Country -"/>
State/Province/Region	<input type="text" value="- Select State -"/>
City	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Registration No.	Registering Body
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Note:** Additional Review Only IRB/ERB/Ethics Committees can be added online from the Facility Profile in SIP.

## OTHER REVIEW BOARDS

Does your Facility have other review boards that need to approve the study prior to IRB/ERB/Ethics Committee submission?  Yes  No

For example, scientific, radiation safety committees, or others.

Review Board Name	Meeting Frequency		
<input type="text"/>	<input type="radio"/> Weekly	<input type="radio"/> Twice a Month	<input type="radio"/> Monthly
	<input type="radio"/> Quarterly	<input type="radio"/> Other <input type="text"/>	
<input type="text"/>	<input type="radio"/> Weekly	<input type="radio"/> Twice a Month	<input type="radio"/> Monthly
	<input type="radio"/> Quarterly	<input type="radio"/> Other <input type="text"/>	

# SIP Facility Profile Form

## **LOCAL LAB**

Is your Facility using a local lab?

Yes  No

**Lab Name**

Lab Contact First Name

Lab Contact Last Name

Street Name and Number

Building/Floor/Room/Suite

Additional Address Info

Country

State/Province/Region

City

Zip/Postal Code

Phone Number

Fax Number

Email Address

Local Lab Accreditation (Select all that apply)

None
  GLP
  CLIA
  CAP
  ISO
  Others

**Note:** Attachments can be uploaded online from the Facility Profile in SIP.

**Note:** Additional Local Labs can be added online from the Facility Profile in SIP.

## CONSENT AND TRAINING

### CONSENT

Does your Facility have a written SOP/Policy/Procedure for: Informed Consent?  Yes  No

Does your Facility have a written SOP/Policy/Procedure for: Other vulnerable populations?  Yes  No

Does your Facility have a written SOP/Policy/Procedure for: Minor Assent for pediatric populations?  Yes  No

Will your Facility require language translations for consents?  Yes  No

*Note: Languages can be selected online from the Facility Profile in SIP.*

If located in the US, has your Facility used or are you able to use the informed consent short form?  Yes  No  
 Don't Know  
 Not Applicable

### TRAINING

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

Does the course content include GCP?  Yes  No

Does your Facility use an external program to conduct research training?  Yes  No

Please provide program course name:

Do you have a process or program in place to retrain research staff when a protocol is amended?  Yes  No

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

**FACILITY AND EQUIPMENT****FACILITY CAPABILITIES**

- Can your Facility support patient visits on weekends?  Yes  No
- Can your Facility support in-patient admissions for research studies?  Yes  No
- Does your study staff have sufficient English knowledge to understand communications in English?  Yes  No
- Does your Facility have access to translators and translation support for study conduct (e.g. consent, study specific instruction)?  Yes  No  
 Not Applicable
- Does the Facility have storage space for Study-Related materials (e.g. Lab Kits, Patient Materials, etc.)?  Yes  No
- Does your Facility have the ability to collect and store PK/PD specimens?  Yes  No
- Does your Facility have the ability to collect PK/PD samples beyond normal business hours?  Yes  No
- Does your Facility typically allow the collection of Pharmacogenomic (PGX) samples for research purposes?  Yes  No

## EQUIPMENT

Identify the Diagnostic Equipment available at or near the Facility to support Research studies?  
(Check all that apply.)

- NA Not Applicable
- CT Scan Computerized Tomography Scan
- DXA Dual-Energy X-ray Absorptiometry or Bone Densitometry
- ECG/EKG Electrocardiogram
- FLRO Fluoroscopy
- MRI Magnetic Resonance Imaging
- MRA Magnetic Resonance Angiography (MRA)
- MRS Magnetic Resonance Spectroscopy (MRS)
- MAMMO Mammography
- NMED Nuclear medicine (e.g. Bone scan, thyroid scan, thallium cardiac stress test)
- PET Positron Emission Tomography Scan
- X-ray X-Radiation
- Other Other

Describe any additional equipment relevant to Clinical Trials:

## GENERAL EQUIPMENT

Does your Facility have an SOP or process that ensures routine calibration and maintenance of general equipment? Examples of general equipment include: scale, pulse oximeter, stadiometer, sphygmomanometer, etc.?

Yes  No

Does your Facility have the necessary equipment to treat medical emergencies (ie. code cart)?

Yes  No



## Identify the equipment available at the Facility to support Research studies?

### Centrifuge

#### Refrigerated Centrifuge

**Refrigerator (2 to 8 Degrees C)**

**Equipment Capabilities: Refrigerator (2 to 8 Degrees C)**

Do you have the ability to generate a temperature monitoring log for this equipment?

Yes  No

Does this equipment provide Min/Max Temperature Monitoring?

Yes  No

How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.

Daily

Does this equipment have back-up power?

Yes  No

Does this equipment have a temperature alarm?

Yes  No

Do you have an SOP which supports calibration of this equipment?

Yes No

**Freezer (-20 to -30 Degrees C)**

**Equipment Capabilities: Freezer (-20 to -30 Degrees C)**

Do you have the ability to generate a temperature monitoring log for this equipment?

Yes  No

Does this equipment provide Min/Max Temperature Monitoring?

Yes  No

How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.

- Select -

Does this equipment have back-up power?

Yes  No

Does this equipment have a temperature alarm?

Yes  No

Do you have an SOP which supports calibration of this equipment?

Yes  No

**Freezer (-70 to -80 Degrees C)**

**Equipment Capabilities: Freezer (-70 to -80 Degrees C)**

Do you have the ability to generate a temperature monitoring log for this equipment?

Yes  No

Does this equipment provide Min/Max Temperature Monitoring?

Yes  No

How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.

Not Applicable

Does this equipment have back-up power?

Yes  No

Does this equipment have a temperature alarm?

Yes  No

Do you have an SOP which supports calibration of this equipment?

Yes  No

**Freezer (Liquid Nitrogen -135 Degrees C)**

**Equipment Capabilities: Freezer (Liquid Nitrogen -135 Degrees C)**

Do you have the ability to generate a temperature monitoring log for this equipment?

Yes  No

Does this equipment provide Min/Max Temperature Monitoring?

Yes  No

How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.

- Select -

Does this equipment have back-up power?

Yes  No

Does this equipment have a temperature alarm?

Yes  No

Do you have an SOP which supports calibration of this equipment?

Yes  No

## COMPUTER CAPABILITIES

Does your Facility have computers which are dedicated to research studies?

Yes  No

What type of computer operating system(s) does your institution use to support studies?

- Windows (Windows XP, Windows 7, Windows 8, etc)
- Apple/Mac (OS X Snow Leopard, Mountain Lion, El Captain, etc)
- Unix/Linux (Solaris, Ubuntu, Redhat, etc)
- I don't know
- Other

What type of internet access does your Facility have?

Does your Facility limit or prohibit access and use of external web-based tools or sites for clinical research (E.g. web portals to submit documents to sponsors or CROs)?

Does the Facility have access to local IT support?

## **INVESTIGATIONAL PRODUCT & CONTROLLED SUBSTANCES**

### **INVESTIGATIONAL PRODUCT SHIPPING DETAILS**

IP Recipient Name	National Hospital Organization Yokohama Medical Center Pharmacy
Street Name and Number	
Building/Floor/Room/Suite	
Additional Address Info	
Country	Japan
State/Province/Region	Kanagawa
City	
Zip/Postal Code	
Phone Number	+81-45-851-2621
Fax Number	
Email Address	219-chikenk@mail.hosp.go.jp

## INVESTIGATIONAL PRODUCT STORAGE LOCATION

IP Storage Location Name	<input type="text"/>
Street Name and Number	<input type="text"/>
Building/Floor/Room/Suite	<input type="text"/>
Additional Address Info	<input type="text"/>
Country	<input type="text" value="- Select Country -"/>
State/Province/Region	<input type="text" value="- Select State -"/>
City	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
Email Address	<input type="text"/>

**Note:** Additional Investigational Product Storage Locations can be added online from the Facility Profile in SIP.

## INVESTIGATIONAL PRODUCT STORAGE EQUIPMENT

### Identify the Investigational Product Storage Equipment at your Facility

**Refrigerator (2 to 8 Degrees C)**

**Equipment Capabilities: Refrigerator (2 to 8 Degrees C)**

Do you have the ability to generate a temperature monitoring log for this equipment?

Yes  No

Does this equipment provide Min/Max Temperature Monitoring?

Yes  No

How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.

By Minute

Does this equipment have back-up power?

Yes  No

Does this equipment have a temperature alarm?

Yes  No

Do you have an SOP which supports calibration of this equipment?

Yes  No

**Freezer (-20 to -30 Degrees C)**

**Equipment Capabilities: Freezer (-20 to -30 Degrees C)**

Do you have the ability to generate a temperature monitoring log for this equipment?

Yes  No

Does this equipment provide Min/Max Temperature Monitoring?

Yes  No

How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.

- Select -

Does this equipment have back-up power?

Yes  No

Does this equipment have a temperature alarm?

Yes  No

Do you have an SOP which supports calibration of this equipment?

Yes  No

**Freezer (-70 to -80 Degrees C)**

**Equipment Capabilities: Freezer (-70 to -80 Degrees C)**

Do you have the ability to generate a temperature monitoring log for this equipment?

Yes  No

Does this equipment provide Min/Max Temperature Monitoring?

Yes  No

How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.

- Select -

Does this equipment have back-up power?

Yes  No

Does this equipment have a temperature alarm?

Yes  No

Do you have an SOP which supports calibration of this equipment?

Yes  No

**Freezer (Liquid Nitrogen -135 Degrees C)**

**Equipment Capabilities: Freezer (Liquid Nitrogen -135 Degrees C)**

Do you have the ability to generate a temperature monitoring log for this equipment?

Yes  No

Does this equipment provide Min/Max Temperature Monitoring?

Yes  No

How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.

- Select -

Does this equipment have back-up power?

Yes  No

Does this equipment have a temperature alarm?

Yes  No

Do you have an SOP which supports calibration of this equipment?

Yes  No

# SIP Facility Profile Form

## INVESTIGATIONAL PRODUCT STORAGE & HANDLING

- Is the Investigational Product Storage Room secured with controlled access?  Yes  No
- Do you have the ability to generate a temperature monitoring log for this Investigational Product Storage Room?  Yes  No
- Does the Investigational Product Storage Room provide Min/Max temperature monitoring?  Yes  No
- Does the Investigational Product Storage Room have back-up power?  Yes  No
- Does the Investigational Product Storage Room have a temperature alarm?  Yes  No
- Do you have an SOP which supports calibration of the temperature monitoring equipment?  Yes  No
- Does your Facility have the ability to manage on-site or off-site destruction of Investigational Product?  Yes  No
- Does your Facility have a written SOP/Policy/Procedure for destruction of Investigational Product?  Yes  No  
 Not Applicable
- Do you provide your Satellite Site(s) with a dedicated inventory of Investigational Product?  Yes  No  
 Not Applicable
- Does your Facility have a written SOP/Policy/Procedure to ensure that Investigational Product is appropriately maintained during transportation to Satellite Site(s)?  Yes  No  
 Not Applicable

Describe additional Investigational Product Storage & Handling Capabilities:

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## PREPARATION AND ADMINISTRATION OF INVESTIGATIONAL PRODUCT

Identify the Investigational Product preparation capabilities at your Facility:

- Extemporaneous Preparation
- Vertical laminar flow hood (chemo/hazardous drugs)
- Glove box (non-vented)
- Horizontal laminar flow hood (non-hazardous drug preparation)
- Glove box (vented to outside)

### Preparation and Administration of Investigational Product

Is your Facility capable of administering infusions?

Yes  No

Is your Facility adequately staffed to support studies with both blinded and un-blinded Investigational Product?

Yes  No

## CONTROLLED SUBSTANCES

*Controlled Substances are defined as: A drug or chemical whose manufacture, possession, or use is regulated by a government, such as illicitly used drugs or prescription medications that are designated a Controlled Drug.*

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

Yes  No  
 Not Applicable

Is the storage area for controlled substances securely constructed with restricted access in accordance with local law?

Yes  No  
 Not Applicable

Does the Facility have the ability to handle radio-labelled Investigational Product?

Yes  No

Does your Facility have the ability to manage on-site or off-site destruction of controlled substances when appropriate?

Yes  No  
 Not Applicable

## ATTACHMENTS

Upload relevant Investigational Product & Controlled Substances documentation including: relevant SOPs for managing or storing Investigational Product(s), IP storage equipment, or licenses/registrations to receive, store, dispense and return controlled substances.

**Note:** Attachments can be uploaded online from the Facility Profile in SIP.

# SIP Facility Profile Form

## SOURCE DOCUMENTATION

### SOURCE DOCUMENTS

What type of source documents will be used? (Select all that apply):

Paper

Electronic

Does your Facility have secure storage for patient records?

Yes

No

Does your Facility have patient record archiving on-site?

Yes

No

Provide Location name and address of any offsite archives.

### ELECTRONIC MEDICAL RECORDS (EMR) /ELECTRONIC HEALTH RECORDS (EHR)

Do you have Electronic Health Records (EHR)/ Electronic Medical Records (EMR)?

Yes

No

What EMR/EHR system do you use?

In-house system

Others

*Note: Please select other options for EMR/ EHR used at your Facility online.*

For Facilities with satellite sites, where is the monitor required to access source documents?

Select

*Please list any access limitations/requirements for the Electronic Medical Records:*

ID,PW



# SIP Facility Profile Form

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## MONITORING

Check all equipment that will be available to Monitors:

None  Phone  Fax  Copy Machines  Internet Access

What Electronic Data Capture (EDC) systems has your staff used for clinical trials?

None  Oracle Inform  Medidata Rave  Oracle Remote Data Capture (RDC)  Others

Describe Other EDC Systems:

## **ADDITIONAL INFORMATION AND ATTACHMENTS**

### **ADDITIONAL INFORMATION**

Please provide additional information not captured in other sections of the Facility Profile that you feel is important for Sponsors to know about your Facility. Please reference the section name, if applicable.

### **FACILITY ATTACHMENTS**

Upload any non-study specific Facility documents that have not been included in other sections of the profile. Lab, IRB/ERB/Ethics Committee, Investigational Product and Controlled Substance documentation should be included in those sections. The document type drop-down list provides examples of the type of documentation to be included in this section.

**Note:** Attachments can be uploaded online from the Facility Profile in SIP.