

FACILITY NAME & ADDRESS

Facility Name	Facility Type	Facility Address
National Hospital Organization Minami Kyoto Hospital	Hospital or Medical Center	11 Ashihara Naka, joyo, Kyoto, Japan, 610-0113

FACILITY CONTACTS

Primary FPM?	Name	Email Address	Roles
Yes	Tsunamoto, Kyoko	tsunamoto.kyoko.uw@mail.hosp.go.jp	Facility Profile Manager; Delegation Manager

THERAPEUTIC AREAS & PATIENT POPULATION

Therapeutic Area(s)	
Therapeutic Area	Sub Therapeutic Area
Nervous System Diseases	Autoimmune Diseases of the Nervous System
Nervous System Diseases	Autonomic Nervous System Diseases
Nervous System Diseases	Central Nervous System Diseases
Nervous System Diseases	Cranial Nerve Diseases
Nervous System Diseases	Demyelinating Diseases
Nervous System Diseases	Neurodegenerative Diseases
Nervous System Diseases	Neurologic Manifestations
Nervous System Diseases	Neuromuscular Diseases
Nervous System Diseases	Restless Legs Syndrome
Nervous System Diseases	Sleep Wake Disorders
Other Areas of Expertise	
Study Phase Capabilities	
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.	No
What study types does your Facility have experience with?	Industry
Is your Facility affiliated with a government agency or part of a government funded health service?	Yes

Patient Population	
Patient Population Demographics	Adults - Ages 18-64; Geriatrics - Greater than or equal to 65
Patient Population Comments	
Japanese:90%, Asian:10%	

IRB/ERB/ETHICS COMMITTEE

General Questions

What is the average time (in days) to start a study once you have received the regulatory package?	30-60
Does your Facility perform IRB/ERB/Ethics Committee submissions?	Yes
Does your Facility have a Facility or group to perform IRB/ERB/Ethics Committee submissions?	Yes
Department Contact Name	Clinical Trial Management Office
Department Contact Phone Number	81-774-52-0065
Department Contact Email Address	407-group-000026@mail.hosp.go.jp
Is your Facility able to initiate study activities prior to IRB/ERB/Ethics Committee protocol approval?	Yes
What types of IRB/ERB/Ethics Committee does your Facility use?	Local; Sponsor Provided Central
Does your institution and/or local regulation mandate the distribution of safety reports [e.g., Development SafetyUpdate Report (DSUR), suspected unexpected serious adverse reaction (SUSAR)] to a local Review only IRB/ERB/Ethics Committee?	Yes
Are there any other steps that the Sponsor should be aware of for your IRB/ERB/Ethics Committee review and submission?	No

LOCAL IRB/ERB/ETHICS COMMITTEE

Local IRB/ERB/Ethics Committee: National Hospital Organization Minami Kyoto Hospital Institutional Review Board		
IRB/ERB/Ethics Committee Name		National Hospital Organization Minami Kyoto Hospital Institutional Review Board
Address		11 Ashihara Naka, joyo, Kyoto, Japan, 610-0113
Registration#		Registering Body
NA		
What is the meeting frequency of the IRB/ERB/Ethics Committee?		Monthly
How long before IRB/ERB/Ethics review is the Submission Packet required?		2 weeks
Does the IRB/ERB/Ethics Committee require payment prior to release of final approval documents?		No
Does the IRB/ERB/Ethics Committee require contract/budget approval prior to release of final approval documents?		No
LOCAL IRB/ERB/ETHICS COMMITTEE ATTACHMENTS		
Document Type	Document Name	Document Description
No Records		

OTHER REVIEW BOARDS

Does your Facility have Other Review Boards that need to approve the study prior to IRB/ ERB/Ethics Committee submission? For example, scientific, radiation safety committees, or others.	
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Local Lab

Is your Facility using a Local Lab?	Yes
Local Lab: National Hospital Organization Minami Kyoto Hospital LAB	
Lab Name	National Hospital Organization Minami Kyoto Hospital LAB
Lab Contact First Name	Kyoko
Lab Contact Last Name	Tsunamoto
Address	11 Ashihara Naka, joyo, Kyoto, Japan, 610-0113
Phone Number	81-774-52-0065
Fax Number	81-774-52-0247
Email Address	407-group-000026@mail.hosp.go.jp
Local Lab Accreditation	None

Additional Questions		
Does your Facility have a SOP/written procedure for documenting bio-specimen (Sample) processing steps/chain of custody?		Yes
Do your written procedures ensures that study-specific temperature bio-specimen storage requirements are known to responsible staff to ensure compliance?		Yes
What is the system or tool that the site currently has or utilizes to document Bio-specimen (Sample) Processing Steps/ Chain of Custody?		Internal Electronic System (LIMS)
Please indicate tissue collection and processing capabilities at your site?		On site collection and Processing
Does your Facility has established processes to oversee staff compliance with study-specific lab manual instructions for bio-specimen processing?		Yes
What are your Facility’s capabilities for tissue collection and/or processing (embedding)?		
Are LOINC codes available for the Local Lab? (If Yes, you can upload the relevant LOINC list as an attachment in Lab Documentation)		
Attachments		
Document Type	Document Name	Document Description
No Records		

CONSENT & TRAINING

Consent	
Does your Facility have a written SOP/Policy/Procedure for: Informed Consent?	Yes
Does your Facility have a written SOP/Policy/Procedure for: Minor Assent for Pediatric Populations?	Yes
Does your Facility have a written SOP/Policy/Procedure for: Other Vulnerable Populations?	Yes
Will your Facility require language translations for consents?	Yes
Select the required languages	Japanese
If located in the US, has your Facility used or are you able to use the informed consent short form?	
Training	
Does your Facility have a training program for the research staff?	Yes
Does the course content include GCP?	Yes
Does your Facility use an external program to conduct research training?	No
Do you have a process or program in place to retrain research staff when a protocol is amended?	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?	No

FACILITY & EQUIPMENT

Facility Capabilities	
Can your Facility support patient visits on weekends?	Yes
Can your Facility support in-patient admissions for research studies?	Yes
Does your study staff have sufficient English knowledge to understand communications in English?	No
Does your Facility have access to translators and translation support for trial conduct (e.g. consent, trial specific instruction)?	No
Does the Facility have storage space for Study-Related materials (e.g. Lab Kits, Patient Materials, etc.)?	Yes
Is the lab kit storage space able to support early phase studies which may require an increased number of kits?	Yes
Does your Facility have the ability to collect and store PK/PD specimens?	Yes
Does your Facility have the ability to collect PK/PD samples beyond normal business hours?	Yes
Does your Facility typically allow the collection of Pharmacogenomic (PGX) samples for research purposes?	Yes
Equipment	
Identify the Diagnostic Equipment available at or near the Facility to support Research studies?	Computerized Tomography Scan; Dual-Energy X-ray Absorptiometry or Bone Densitometry; Magnetic Resonance Imaging; Fluoroscopy; Positron Emission

	Tomography Scan; X-Radiation; Magnetic Resonance Angiography; Electrocardiogram
General Equipment	
Does your Facility have an SOP or process that ensures routine calibration and maintenancof general equipment? Examples of general equipment include: scale, pulse oximeter, stadiometer, sphymomanomer, etc.?	Yes
Does your Facility have the necessary equipment to treat medical emergencies (ie. code cart)?	Yes
Identify the equipment available at the Facility to support Research studies?	Refrigerated Centrifuge; Centrifuge; Refrigerator (2 to 8 Degrees C); Freezer (-20 to -30 Degrees C); Freezer (-70 to -80 Degrees C)
Equipment Capabilities: Refrigerator (2 to 8 Degrees C)	
Do you have the ability to generate a temperature monitoring log for this equipment?	No
Does this equipment provide Min/Max Temperature Monitoring?	Yes
How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.	Daily
Does this equipment have back-up power?	Yes
Does this equipment have a temperature alarm?	Yes
Do you have an SOP which supports calibration of this equipment?	No
Equipment Capabilities: Freezer (-20 to -30 Degrees C)	
Do you have the ability to generate a temperature monitoring log for this equipment?	No
Does this equipment provide Min/Max Temperature Monitoring?	Yes
How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.	Daily
Does this equipment have back-up power?	Yes
Does this equipment have a temperature alarm?	Yes
Do you have an SOP which supports calibration of this equipment?	No
Equipment Capabilities: Refrigerator (-70 to -80 Degrees C)	
Do you have the ability to generate a temperature monitoring log for this equipment?	No
Does this equipment provide Min/Max Temperature Monitoring?	Yes
How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.	Daily
Does this equipment have back-up power?	Yes
Does this equipment have a temperature alarm?	No
Do you have an SOP which supports calibration of this equipment?	No
Computer Capabilities	
Does your Facility have computers which are dedicated to research studies?	Yes
What type of computer operating system(s) does your institution use to support studies?	Windows (Windows XP, Windows 7, Windows 8, etc.)
What type of internet access does your Facility have?	Wi-Fi
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)	No
Does the Facility have access to local IT support?	I don't Know
Does your Facility prohibit the use of an external USB device (e.g. to download and send data from a temperature monitoring device)?	I don't Know
Business Continuity Plan	
Does your Facility have Business Continuity Plan (BCP) to protect essential business operations which describes how those processes will be performed during a crisis at your Facility?	No

Attach Your BCP or SOP		
Document Type	Document Name	Document Description
No Records		

INVESTIGATIONAL PRODUCT & CONTROLLED SUBSTANCES

Investigational Product Shipping Details				
IP Recipient Name	Address	Email Address	Phone Number	Fax Number
National Hospital Organization Minami Kyoto Hospital	11 Ashihara Naka, Pharmacy, joyo, Kyoto, Japan, 610-0113	407-group- 000026@mail.hosp.go.jp	81-774-52-0065	81-774-52-0247

Investigational Product Storage Location				
IP Storage Location Name	Address	Email Address	Phone Number	Fax Number
No Records				

Investigational Product Storage Equipment	
Identify the Investigational Product Storage Equipment at your Facility	Refrigerator (2 to 8 Degrees C); Freezer (-20 to -30 Degrees C); Freezer (-70 to -80 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
Does this equipment provide Min/Max Temperature Monitoring?	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
Does this equipment have a temperature alarm?	Yes
Do you have an SOP which supports calibration of this equipment?	No
Equipment Capabilities: Freezer (-20 to -30 Degrees C)	
Do you have the ability to generate a temperature monitoring log for this equipment?	No
Does this equipment provide Min/Max Temperature Monitoring?	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
Does this equipment have a temperature alarm?	No
Do you have an SOP which supports calibration of this equipment?	No
Equipment Capabilities: Refrigerator (-70 to -80 Degrees C)	
Do you have the ability to generate a temperature monitoring log for this equipment?	No
Does this equipment provide Min/Max Temperature Monitoring?	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
Does this equipment have a temperature alarm?	No
Do you have an SOP which supports calibration of this equipment?	No

Investigational Product Storage And Handling		
Is the Investigational Product Storage Room secured with controlled access?		Yes
Do you have the ability to generate a temperature monitoring log for this Investigational Product Storage Room?		Yes
Does the Investigational Product Storage Room provide Min/Max temperature monitoring?		Yes
Does the Investigational Product Storage Room have back-up power?		Yes
Does the Investigational Product Storage Room have a temperature alarm?		No
Do you have an SOP which supports calibration of this equipment?		No
Does your Facility have the ability to manage on-site or off-site destruction of Investigational Product?		No
Does your Facility have a written SOP/Policy/Procedure for destruction of Investigational Product?		No
Do you provide your Satellite Site(s) with a dedicated inventory of Investigational Product?		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)?		Not Applicable
Describe additional Investigational Product Storage And Handling Capabilities		
Preparation and Administration Of Investigational Product		
Identify the Investigational Product preparation capabilities at your Facility		Extemporaneous Preparation; Vertical laminar flow hood (chemo/hazardous drugs); Horizontal laminar flow hood (non-hazardous drug preparation)
Is your Facility capable of administering infusions?		Yes
Is your Facility adequately staffed to support studies with both blinded and un-blinded Investigational Product?		Yes
Controlled Substances		
Does the Facility have the required licenses or registrations to receive, store, dispense and return controlled substances as required by local law?		Yes
Is the storage area for controlled substances securely constructed with restricted access in accordance with local law?		Yes
Does the Facility have the ability to handle radio-labelled Investigational Product?		No
Does your Facility have the ability to manage on-site or off-site destruction of controlled substances when appropriate?		No
Attachments		
Document Type	Document Name	Document Description
No Records		

SOURCE DOCUMENTATION & REMOTE MONITORING

Source Documents	
What type of source documents will be used?	Paper; Electronic
Does your Facility have secure storage for patient records?	Yes
Does your Facility have patient record archiving on-site?	Yes
What type of investigator site file/regulatory binder used (select all that apply)	Paper
Please list any access limitations/ requirements for eISF/eReg	
Electronic Medical Records (EMR) / Electronic Health Records (EHR)	
Do you have Electronic Health Records (EHR)/ Electronic Medical Records (EMR)?	Yes
What EMR/EHR system do you use?	In-house system
For Facilities with satellite sites, where is the monitor required to access source documents?	
Please list any access limitations/requirements for the Electronic Medical Records.	· Viewing restriction only for the relevant trial subject
Do you work with a vendor that can electronically exchange data for clinical research from the EHR/EMR?	No

Do you have institutional approval to export data from the EHR/EMR for the clinical research?	No
Are monitors able to access EHR/EMR while off site?	No
Does your Facility require Sponsor representative to sign any local form (paper or electronic) for access, or any other purpose?	No

Monitoring		
Check all equipment that will be available to Monitors:		Fax; Copy Machines; Internet Access
What Electronic Data Capture (EDC) systems has your staff used for clinical trials?		Oracle Inform; Medidata Rave; Oracle RDC Remote Data Capture
Does your site/institution and/or local regulations allow remote source data verification of study participant data to support remote monitoring?		No
Attachments		
Document Type	Document Name	Document Description
No Records		

ADDITIONAL LOCATIONS

Additional Locations					
Add any addresses you wish to be available in the Study Site Profile. These addresses will be available for selection in the following sections of the Study Site Profile -Additional Study Locations - These addresses can be added to your FDA Form 1572, if applicable.					
Location Name	Contact Name	Address	Phone Number	Fax Number	E-mail Address
No Records					

ADDITIONAL INFORMATION & 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 site. Please reference the section name if applicable.	
Facility Attachments	
Document Type	Document Name
No Records	

ORGANIZATION AFFILIATIONS

Organization Affiliations			
The Organization (s) that requested Affiliation with your Facility are listed below with Affiliation Status			
Organization Name and Address	Organization Affiliation Type	Organization Affiliation Status	Status Date
No Records			

ASSOCIATED SITE USERS

Associated Site Users

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Once checked, this checkbox will enable the Approval/Rejection workflow for this Facility. Any site user requesting to associate with this Facility would require to send the affiliation requests and only once Approved, this Facility will be shown on User's Profile.

Site User Association Requests				
Name	E-mail Address	Request Affiliation Date	Affiliation Status change Date	Affiliation Status
No Records				

Associated/Confirmed Site Users				
Name	E-mail Address	Request Affiliation Date	Affiliation Status change Date	Affiliation Status
Tsunamoto,Kyoko	tsunamoto.kyoko.uw@mail.hosp.go.jp	04-Mar-2024	04-Mar-2024	Confirmed
Tachibana,Hiromasa	tachibana.hiromasa.mw@mail.hosp.go.jp	08-Mar-2024	11-Apr-2024	Confirmed
Sato,Atsuo	sato.atsuo.td@mail.hosp.go.jp	11-Mar-2024	11-Apr-2024	Confirmed
Oguri,Susumu	oguri.susumu.tq@mail.hosp.go.jp	08-Mar-2024		Confirmed
Nakamura,Yaeko	nakamura.yaeko.rb@mail.hosp.go.jp	30-Apr-2024		Confirmed
Tsuboi,Tomomasa	tomomasa@kuhp.kyoto-u.ac.jp	12-Mar-2024	15-Mar-2024	Confirmed
Chihara,Yuichi	chihara.yuichi.mh@mail.hosp.go.jp	12-Mar-2024	12-Apr-2024	Confirmed
Sumi,Kensuke	sumi.kensuke.tu@mail.hosp.go.jp	08-Mar-2024	10-Apr-2024	Confirmed
Mizuhashi,Mieko	mizuhashi.mieko.uk@mail.hosp.go.jp	08-Mar-2024		Confirmed
Tabata,Hisako	tabata.hisako.jm@mail.hosp.go.jp	11-Mar-2024	11-Apr-2024	Confirmed
Hamada,Shizuka	hamada.shizuka.jw@mail.hosp.go.jp	08-Mar-2024		Confirmed
Minakuchi,Masayoshi	minakuchi.masayoshi.gr@mail.hosp.go.jp	13-Mar-2024		Confirmed
Oshio,Mayumi	ooshio.mayumi.wk@mail.hosp.go.jp	11-Mar-2024	12-Apr-2024	Confirmed
Okemoto,Yuki	okemoto.yuki.ht@mail.hosp.go.jp	22-May-2024		Confirmed