

FACILITY NAME & ADDRESS

Facility Name	Facility Type	Facility Address
National Hospital Organization Sagamihara National Hospital		18-1 Sakuradai Minami-ku, Sagamihara, Kanagawa, Japan, 252-0392

FACILITY CONTACTS

Primary FPM?	Name	Email Address	Roles
Yes	Sato, Someyo	sato.someyo.ty@mail.hosp.go.jp	Facility Profile Manager, Delegation Manager

THERAPEUTIC AREAS & PATIENT POPULATION

Therapeutic Area(s)	
Therapeutic Area	Sub Therapeutic Area
Allergy	
Cardiovascular Diseases	
Immune System Diseases	
Neoplasms	
Nervous System Diseases	
Respiratory Tract Diseases	
Skin and Connective Tissue Diseases	
Female Urogenital Diseases and Pregnancy Complications	
Male Urogenital Diseases	
Pediatrics	
Other Areas of Expertise	
Vaccines、Otorhinolaryngologic Diseases、Orthopedics、Musculoskeletal Diseases、Internal Medicine、Infectious Diseases、Digestive System Diseases、Congenital, Hereditary, and Neonatal Diseases and Abnormalities、Bacterial Infections and Mycoses、Pain	
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.	No
What study types does your Facility have experience with?	Industry, Investigator Initiated, Academic, Government
Is your Facility affiliated with a government agency or part of a government funded health service?	Yes

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	

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
Department Contact Phone Number	+81-42-742-8311
Department Contact Email Address	NA@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?	Central Acting as Local, Local
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 Sagamihara National Hospital Institution Review Board		
IRB/ERB/Ethics Committee Name		National Hospital Organization Sagamihara National Hospital Institution Review Board
Address		18-1,Sakuradai,Minami-ku, National Hospital Organization Sagamihara National Hospital Clinical Trial Office, Sagamihara, Kanagawa, Japan, 252-0392
Registration#		Registering Body
No Records		
What is the meeting frequency of your Local IRB/ERB/Ethics Committee?		Monthly
How long before IRB/ERB/Ethics review is the Submission Packet required?		Greater than 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.	No
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Local Lab

Is your Facility using a Local Lab?	Yes
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Local Lab: National Hospital Organization Sagamihara National Hospital	
Lab Name	National Hospital Organization Sagamihara National Hospital
Lab Contact First Name	
Lab Contact Last Name	
Address	18-1,Sakuradai,Minami-ku, National Hospital Organization Sagamihara National Hospital Clinical laboratory, Sagamihara, Kanagawa, Japan, 252-0392
Phone Number	+81-42-742-8311
Fax Number	
Email Address	
Local Lab Accreditation	None

Additional Questions		
Does your Facility have a SOP/written procedure for documenting bio-specimen (Sample) processing steps/chain of custody?		
What is the system or tool that the site currently has or utilizes to document Bio-specimen (Sample) Processing Steps/ Chain of Custody?		
Please indicate tissue collection and processing capabilities at your site?		
Does your Facility has established processes to oversee staff compliance with study-specific lab manual instructions for bio-specimen processing?		
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?	Not Applicable
What types of eConsent platforms does your Facility use? (Select all that apply)	
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?	Yes
Please provide program course name.	eAPRIN
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 study conduct (e.g. consent, study 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, Mammography, Nuclear Medicine (e.g.Bone scan,Thyroid scan,Thallium cardiac stress test), Electrocardiogram
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, 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?	Yes
Does this equipment provide Min/Max Temperature Monitoring?	Yes
How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.	Less than 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?	Yes
Equipment Capabilities: Freezer (-20 to -30 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?	Yes
How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.	Less than 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?	Yes
Equipment Capabilities: Refrigerator (-70 to -80 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?	Yes
How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.	Less than 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?	Yes

Computer Capabilities		
Does your Facility have computers which are dedicated to research studies?		Yes
Does your Facility have antivirus software on all these electronic devices?		
Does your Facility have an SOP or process that documents both physical and firewall security measures that are used for electronic systems?		
Does your Facility perform periodic system reviews to ensure they remain in a validated state?		
Does your Facility have an SOP or process that documents user management processes that are used for electronic systems?		
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?		Cable or DSL
What type of internet browser(s) does your institution use to support studies? (Check all that apply)		
Is access to the internet secured against unauthorized use?		
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 your institution allow the download of information from an external portal ?(e.g. eDC system)		
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)?		Yes
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	Phone Number	Fax Number	Email Address	Site Specific Requirements
National Hospital Organization Sagamihara National Hospital	18-1,Sakuradai,Minami-ku, Department of Pharmacy, Sagamihara, Kanagawa, Japan, 252-0392	+81-42-742-8311	+81-42-742-8562		

Investigational Product Storage Location				
IP Storage Location Name	Address	Phone Number	Fax Number	Email Address
Investigational product warehouse	18-1,Sakuradai,Minami-ku, Department of Pharmacy, Sagamihara, Kanagawa, Japan, 252-0392	+81-42-742-8311	+81-42-742-8562	

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
Does this equipment provide Min/Max Temperature Monitoring?		Yes
How frequently can temperature measurement occur? Check the most frequent measurement your equipment can support.		Less than 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?		Yes
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?		Yes
Do you have an SOP which supports calibration of the temperature monitoring equipment?		Yes
Does your Facility have the ability to manage on-site or off-site destruction of Investigational Product?		Yes
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?		No
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?		Yes
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
Do all of the Facility's systems/technology used to store and manage source data conform with international system standards (e.g. ICH/GCP/EU)?	

Does your Facility have secure storage for patient records?	Yes
Does your Facility have patient record archiving on-site?	Yes
Does your Facility have an SOP or process that documents how to limit access and prevent the premature destruction of the Facility's files?	
What type of investigator site file/regulatory binder used (select all that apply)	
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?	Main Facility Only
Please list any access limitations/requirements for the Electronic Medical Records.	ID、 Password
Do the EHR/EMR systems conform with international system standards (e.g. ICH/GCP/EU)?	
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
Does your Facility utilize any additional electronic systems to capture source data outside of the EMR/EHR?	
Does your Facility utilize any additional electronic systems or paper-based systems to access patient medical history?	
Do the systems used for clinical trial data entry and management have audit trail functionality?	

Bring Your Own Device		
Can your Facility support the use of bring your own device (BYOD) technologies to conduct Clinical Trials?		
Monitoring		
Check all equipment that will be available to Monitors:		Copy Machines
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		
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No Records		