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	<b>Title:</b>  <b>4.5 Management Of Study Termination</b>	<b>Page 1 of 10</b>

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### **1. Purpose**

This procedure describes how CHH IRB proceeds and manages the termination of a research study. Protocols are usually terminated at the recommendation of the CHH IRB, Data Safety Monitoring Board (DSMB), Scientific Director, sponsor or other authorized bodies when subject enrollment and subject follow-up are discontinued before the scheduled end of the study.

### **2. Scope**




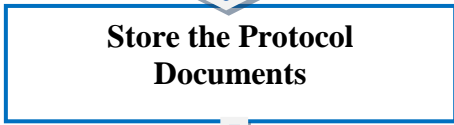
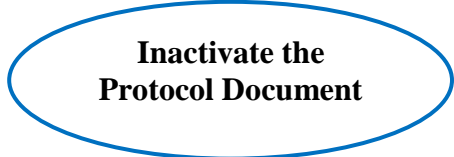
This SOP applies to any study approved by CHH IRB that is being recommended for termination before its scheduled completion.


### **3. Responsibility**

It is the responsibility of the CHH IRB Chairperson to terminate any study that the CHH IRB has previously approved when the safety or benefit of the study participants is doubtful or at risk. The Secretariat is responsible for management of the termination process.

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#### 4. Flowchart

No.	ACTIVITY	RESPONSIBLE PERSONNEL
I		Investigator and CHH IRB Secretariat
II		CHH IRB Secretariat and Chairperson
III		CHH IRB Secretariat
IV		CHH IRB Secretariat
V		CHH IRB Secretariat

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## 5. Detailed Instructions

### 5.1 Receive recommendation for study termination.

- Staff secretary receives recommendation and comments from DSMB, CHH IRB members, Sponsor or other authorized bodies for study protocol termination.
- Inform the principal investigator or the study office to prepare and submit a protocol termination package.
- Receive the study protocol termination package prepared and submitted by the principal investigator or the study office.
- Verify the contents of the package to include but not limited to the ff:
  - Request for Termination Memorandum (HRP-IRB-023, see ANNEX 1 of this SOP)
    - The request for termination memorandum should contain a brief written summary of the protocol, its results, and accrual data.
  - Original Continuing Review Application Form (HRP-IRB-018, see ANNEX 2)
    - Termination is indicated under “Decision/Comments”.
    - Completeness of the information, including accrual data since the time of the last continuing review.
    - Presence of the required signatures (Principal Investigator).
- Initial and date the package upon receipt.

### 5.2 Review and discuss the Termination Package.

- Notify the Chairperson regarding the recommendation for study protocol termination.
- Send a copy of the termination package to the Chairperson preferably within one working day upon receipt.
- The Chairperson reviews the results, reasons and accrual data.
- The Chairperson calls for an emergency meeting to discuss about the recommendation.
- The Chairperson signs and dates the Continuing Review Application Form in acknowledgment and approval of the termination.
- The Chairperson returns the form back to the Secretariat preferably/preferably within 14 working days of receipt of the package.
- The Secretariat reviews, signs, and dates the Continuing Review Application Form indicating that the termination process is complete.

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### **5.3 Notification to the Principal Investigator.**

- Make a copy of the completed Continuing Review Application Form
- Send the copy to the principal investigator for their records within 14 working days from receipt.

### **5.4 Store the protocol documents.**

- Keep the original version of the request memorandum for termination and the original version of the Continuing Review Application Form in the Protocol file.
- Send the file to archive.
- Store the protocol documents indefinitely.

### **5.5 Inactivate the protocol documents.**

- Place the study protocol into the **inactive** protocol folder




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**6. ANNEX**

 <b>崇華醫院</b> <b>Chong Hua Hospital</b> Fuente Osmeña, Cebu City Tel# +63(32) 255-8010; Fax# +63(32) 253-5639		<b>ANNEX 1</b>	
		<b>STUDY TERMINATION MEMORANDUM</b>  Form HRP-IRB-023	
DATE:			
PROTOCOL NUMBER:		ASSIGNED No.: <input type="text"/> / <input type="text"/>	
PROTOCOL TITLE:			
PRINCIPAL INVESTIGATOR:			
PHONE :		E-MAIL:	
INSTITUTE:			
SPONSOR:			
CHH IRB APPROVAL DATE:		DATE OF LAST REPORT:	
STARTING DATE:		TERMINATION DATE:	
NO. OF PARTICIPANTS:		NO. ENROLLED:	
SUMMARY OF RESULTS			
ACCRUAL DATA:			
P.I SIGNATURE:		DATE:	

STUDY TERMINATION MEMORANDUM Page 1 of 1



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# CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD

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### ANNEX 2:

 <b>崇華醫院</b> <b>Chong Hua Hospital</b> Fuente Osmeña, Cebu City Tel# +63(32) 255-8000; Fax# +63(32) 253-5639		<p><b>ANNEX 2</b></p> <p><b>CONTINUING REVIEW APPLICATION FORM</b></p> <p>Form HRP-IRB-018</p>		
DATE FILED:				
PROTOCOL No.:	ASSIGNED No.: <input type="text"/> / <input type="text"/> - <input type="text"/>			
PROTOCOL TITLE:				
<hr/> <hr/> <hr/>				
PRINCIPAL INVESTIGATOR:				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>1. ACTION REQUESTED:</p> <input type="checkbox"/> Renew - New participant accrual to continue  <input type="checkbox"/> Renew - Enrolled participant follow up only  <input type="checkbox"/> Terminate - Protocol discontinued <p>2. AMENDMENTS SINCE THE LAST REVIEW?</p> <input type="checkbox"/> NO  <input type="checkbox"/> YES (Describe briefly in attached narrative) <p>3. PROTOCOL PARTICIPANTS SUMMARY:</p> <p>_____ Accrual ceiling set by IRB          _____ New participants accrued since last review          _____ Total participants accrued since protocol began</p> <p>4. ACCRUAL EXCLUSIONS</p> <input type="checkbox"/> NONE  <input type="checkbox"/> MALE  <input type="checkbox"/> FEMALE  <input type="checkbox"/> OTHER (specify): _____ <p>5. IMPAIRED PARTICIPANTS</p> <input type="checkbox"/> None  <input type="checkbox"/> Physically  <input type="checkbox"/> Cognitively  <input type="checkbox"/> Both <p>6. HAVE THERE BEEN ANY CHANGES IN THE PARTICIPANT POPULATION, RECRUITMENT OR SELECTION CRITERIA SINCE THE LAST REVIEW?</p> <input type="checkbox"/> NO  <input type="checkbox"/> YES (Explain changes in attached narrative) <p>7. HAVE THERE BEEN ANY CHANGES IN THE INFORMED CONSENT PROCESS OR DOCUMENTATION SINCE THE LAST REVIEW?</p> <input type="checkbox"/> NO  <input type="checkbox"/> YES (Explain changes in attached narrative) <p>8. CHANGE IN PRINCIPAL INVESTIGATOR?</p> <input type="checkbox"/> NONE  <input type="checkbox"/> DELETE: _____  <input type="checkbox"/> ADD: _____ </td> <td style="width: 50%; vertical-align: top;"> <p>9. IS THERE NEW INFORMATION FROM SIMILAR RESEARCH THAT MIGHT AFFECT THE RISK/BENEFIT RATIO OF THE HUMAN SUBJECTS INVOLVED IN THIS PROTOCOL?</p> <input type="checkbox"/> NO  <input type="checkbox"/> YES (Discuss in the attached narrative) <p>10. HAVE ANY UNEXPECTED COMPLICATIONS OR ADVERSE EVENTS BEEN NOTED SINCE LAST REVIEW?</p> <input type="checkbox"/> NO  <input type="checkbox"/> YES (Discuss in the attached narrative) <p>11. HAVE ANY PARTICIPANTS WITHDRAWN FROM THIS STUDY SINCE THE LAST IRB APPROVAL?</p> <input type="checkbox"/> NO  <input type="checkbox"/> YES (Discuss in the attached narrative) <p>12. HAVE ANY PARTICIPATING INVESTIGATORS BEEN ADDED OR DELETED SINCE LAST REVIEW?</p> <input type="checkbox"/> NO  <input type="checkbox"/> YES (Identify all changes in the attached narrative) <p>13. 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Tel# +63(32) 255-8000; Fax# +63(32) 253-5639

**ANNEX 2**

**CONTINUING REVIEW  
APPLICATION FORM**


**Form HRP-IRB-018**

A large rectangular area with horizontal lines, intended for writing the content of the continuing review application form.



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**Chong Hua Hospital**  
Fuente Osmeña, Cebu City  
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**CONTINUING REVIEW  
APPLICATION FORM**

Form HRP-IRB-018

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SIGNED \_\_\_\_\_ Date: \_\_\_\_\_

Principal Investigator

---

**IRB Comment/Decision:**


- Needs Clarification
- Approval
- Disapproval

SIGNED \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson, CHONG HUA HOSPITAL IRB

CONTINUING REVIEW APPLICATION FORM

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## 7. References

- ❖ World Health Organization, Operational Guidelines for Ethics Committees that Review Biomedical Research, 2000.
- ❖ International Conference on Harmonization, Guidance on Good Clinical Practice (ICH GCP) 1996.
- ❖ Associated SOP: SOP/012/02.
- ❖ National Ethical Guidelines for Health Research 2011 PNHRs