

MTN-012 Study-Specific Procedures Manual

Table of Contents

Section 1. Introduction

1.1	Sources of Procedural Information.....	1-1
1.2	Investigator Responsibilities	1-1
1.3	Study Activation Process.....	1-2

Section 2. Protocol

Section 3. Documentation Requirements

3.1	Essential Documents	3-1
3.2	Participant Case History Documentation	3-2
	3.2.1 Case History Contents.....	3-2
	3.2.2 Concept of Source Data and Source Documentation	3-3
	3.2.3 Document Organization	3-5
3.3	Study Product Accountability, Chain of Custody, and Dispensing Documentation	3-6
3.4	Record Retention Requirements.....	3-8

Section 4. Participant Accrual and Enrollment

4.1	Study Accrual Plan.....	4-1
4.2	Screening and Enrollment: Definitions and Procedures.....	4-2
	4.2.1 Screening and Enrollment Timeframe.....	4-4
	4.2.2 Screening and Enrollment Logs	4-5
	4.2.3 Assignment of Participant ID Numbers	4-5
4.3	Screening HIV Counseling and Testing.....	4-6
4.4	Random Assignment	4-8
	4.4.1 Overview	4-8
	4.4.2 Participant-Specific Procedures	4-12
4.5	Product Use Instructions, First Product Use and Adherence Counseling	4-13
4.6	Informed Consent.....	4-14
	4.6.1 Comprehension Assessment.....	4-15
	4.6.2 Documentation	4-16
	4.6.3 SOPs for Obtaining Informed Consent	4-17

Section 5. Participant Follow-up/Visit Checklists

5.1	Study Follow-up Plan and Participant Retention Targets	5-1
5.2	Types of Follow-up Visits.....	5-1
5.3	Follow-up Visit Scheduling.....	5-1
	5.3.1 Target Visit Dates and Visit Windows.....	5-1
	5.3.2 Visits Conducted Over Multiple Days “Split Visits”	5-2
	5.3.3 Missed Visits	5-2
5.4	Follow-up Visit Locations.....	5-3

5.5	Study Product Supply/Dispensing During Follow-up	5-3
5.6	Follow-up Visit Procedures	5-3
	5.6.1 Follow-up Phone Call.....	5-3
	5.6.2 Final Clinic Visit/Termination Visit.....	5-3
5.7	Visit Checklists.....	5-5
	5.7.1 Use of Visit Checklists.....	5-5
	5.7.2 Sequence of Procedures.....	5-6

Section 6. Participant Retention

6.1	Retention Definitions	6-1
6.2	Retention Requirements	6-1
6.3	Retention SOPs.....	6-1
6.4	Obtaining and Updating Locator Information.....	6-2
6.5	Retention Tips	6-3

Section 7. Study Product Considerations for Non-Pharmacy Staff

7.1	Responsibilities and Obligations with Regard to Blinding	7-1
7.2	Study Product Regimens	7-2
7.3	Dispensing Study Products During Enrollment Visits	7-3
7.4	Dispensing Study Products During Follow-up.....	7-5
7.5	Return of Unused Study Gel Supplies.....	7-5
7.6	Gel Use Instructions	7-6
7.7	Instructions for Application of Study Gel for the Participant	7-6

Section 8. Clinical Considerations and Safety Monitoring

8.1	Baseline Medical History	8-1
8.2	Pre-Existing Conditions	8-2
8.3	Follow-up Medical History	8-2
8.4	Concomitant Medications.....	8-3
8.5	Prohibited Medications and Products.....	8-3
8.6	Physical Exams.....	8-4
8.7	Genital Exams	8-4
8.8	STI/RTI/UTI Evaluations and Management	8-5
	8.8.1 STI/RTI Treatment.....	8-6
8.9	Calculating Creatinine Clearance Rates	8-7
8.10	Management of Laboratory Test Results	8-8
8.11	Clinical and Product Use Management.....	8-8
8.12	Adverse Event Reporting and Safety Monitoring	8-9
	8.12.1 Adverse Events.....	8-9
	8.12.2 Serious Adverse Events.....	8-10
	8.12.3 Adverse Events Requiring Expedited Reporting.....	8-10
8.13	Adverse Event Terminology	8-12
8.14	Adverse Event Severity	8-12
	8.14.1 Assigning Severity Grades for Laboratory Assays on Case Report Forms.....	8-13
8.15	Adverse Event Relationship Assessment	8-14
8.16	Follow-up Documentation of Adverse Events	8-14
8.17	Outcome of Adverse Events, Review of AE Reports, and Clinician Assessment	8-15

8.18	Reporting Recurrent Adverse Events	8-16
8.19	Social Harms	8-16
8.20	Safety Monitoring, Review, and Oversight.....	8-17
8.21	MTN-012/IPM 010 Protocol Safety Review Team (PSRT)	8-17
	8.21.1 Roles and Responsibilities of the PSRT	8-17
	8.21.2 PSRT Composition.....	8-18
	8.21.3 Routine Safety Data Summary Reports: Content, Format, and Frequency	8-18
	8.21.4 PSRT Communication.....	8-19

Section 9. Laboratory Considerations

9.1	Overview and General Guidance.....	9-1
9.2	Specimen Labeling.....	9-3
9.3	Procedures for Specimens That Cannot be Evaluated.....	9-3
9.4	Use of LDMS	9-3
9.5	Urine Testing.....	9-5
	9.5.1 Specimen Collection.....	9-6
	9.5.2 Dipstick Urinalysis.....	9-6
	9.5.3 Chlamydia and Gonorrhea Testing.....	9-6
9.6	Blood Specimens.....	9-6
	9.6.1 Specimen Collection and Initial Processing	9-7
	9.6.2 HIV Testing.....	9-7
	9.6.3 Syphilis Testing.....	9-7
	9.6.4 Hematology Testing	9-8
	9.6.5 Serum Chemistries	9-8
	9.6.6 Plasma Archive	9-8
	9.6.7 Plasma Dapivirine Level	9-9

Section 10. Data Collection

10.1	DataFax Overview.....	10-1
10.2	DataFax Form Completion.....	10-2
	10.2.1 Guidelines.....	10-2
	10.2.2 How to Mark Response Boxes	10-3
	10.2.3 How to Record Numbers.....	10-3
	10.2.4 How to Record Dates	10-4
	10.2.5 How to Record Time	10-5
	10.2.6 Data Corrections and Additions	10-5
	10.2.7 How to Handle Missing and Unknown Data.....	10-6
10.3	MTN-012/IPM 010 Study-Specific Data Collection Information.....	10-7
	10.3.1 Participant IDs (PTIDs).....	10-7
	10.3.2 Study Visit Timing	10-7
	10.3.3 Visit Codes and Page Numbers	10-9
	10.3.4 Staff Initials/Date	10-10
	10.3.5 Case Report Form Completion Schedule	10-10
	10.3.6 Site Review of DataFax Forms	10-12
	10.3.7 Faxing DataFax Forms	10-12
	10.3.8 Non-DataFax Forms	10-13
10.4	Form Supply and Storage.....	10-13
	10.4.1 Form and Specimen Label Supply	10-13

10.4.2	Form Storage	10-13
10.5	Completing Interviewer-administered Forms.....	10-13
10.6	Form Completion Instructions.....	10-16
10.7	Case Report Forms	10-16

Section 11. Data Communiqués

Section 12. CASI Users Manual

12.1	Types of Behavioral Questionnaires	12-1
12.2	General Computer Use	12-1
12.3	Administering Behavioral Measures	12-2
12.3.1	Administering the Baseline Behavioral Questionnaire (Enrollment).....	12-2
12.3.2	Administering the Product Acceptability and Adherence Questionnaire (Final Clinic Visit)	12-3
12.4	Participants Who Discontinue Study Product	12-4
12.5	Troubleshooting and Contact Information	12-4

Section 13. Study Reporting Plan

13.1	Purpose of Reporting Plan.....	13-1
13.2	Study Reports	13-1
13.2.1	Data Quality Control (QC) Report	13-2
13.2.2	Clinic Data Quality (CQC) Queries	13-3
13.2.3	Site Specimen Monitoring Report.....	13-3
13.2.4	Summary Specimen Monitoring Report.....	13-3
13.2.5	Enrollment and Retention Report.....	13-3
13.2.6	Visit Adherence and Completion Report	13-3
13.2.7	Site Data Management Quality Report	13-4
13.2.8	Safety (PSRT) Report.....	13-4
13.2.9	Network Lab Assay Results Report	13-4
13.2.10	Study Monitoring Committee Report.....	13-4