

Q-BITES

THE QUARTERLY NEWSLETTER BY



What to do with CTA?

The Clinical Trial Agreement is an important document that needs to be handled quickly and with confidentiality. As SCs, what do we do with the CTA?

Before the CTA arrives at site:

- Ensure the correct address is given and there are staffs at site to receive the CTA. Use SC's name, contact number and CRC address as recipient details to avoid CTA from going missing.
- Check availability of PI and Hospital Director to sign CTA during the period it is expected to arrive at site.

Once CTA arrives at site:

- Ensure CTA has been endorsed by CRM (refer to the top right corner of the CTA document page).
- Countercheck the budget attached with the agreed budget.
- Obtain signature from PI and Hospital Directors. Ensure confidentiality of the document if is passed through other staff to obtain signature.
- Check whether all details are available once signature is obtained – mainly name, signature, and date.

Once signature is completed:

- Inform the CRA to arrange pickup for the signed CTA.
- If there are 3 copies (Sponsor, PI, and Hospital Director), ensure where the CTA copies will be kept.
- Sponsor's copy is usually collected by CRA, and PI's copy is kept in the ISF. Hospital Director's copy depends on the site practice – kept in Hospital Director's office, kept by CRC, kept by CRM SC in a CTA file for the site, etc. Discuss and confirm the practice at site and follow accordingly.

The importance of CTA and its quick execution:

- CTA is the legal document that confirms the participation of a PI and the site in a study.
- CTA ensures accountability for parties involved in the relationship. The decision not to adhere to the terms of the contract can result in legal consequences.
- Enables payment process (start up fee, advance payment) to be started once CTA has been signed.
- It is one of the criteria for site to be officially activated and recruitment to commence.

Do inform CRA of all the progress taking place – awaiting PI signature, CTA sent to Hospital Director's office, ready for pick up, etc.



Red Balloons

There was once a group of 100 students from the same school attending a camp.

On day one, the Camp Commander handed out a red balloon to each student and told them to write their name on it. The balloons were then collected and placed in a room in the camping area.

The Camp Commander then instructed the 100 students to enter the room and find the balloon with their name on it as soon possible.

Pandemonium broke loose as the students charged in, pushing, and colliding with each other as they desperately searched for the balloon with their name on it. The balloons were flying everywhere.

5 minutes had passed, and nobody had succeeded. After 15 minutes, only two students had managed to find the balloon with their name on it. The Camp Commander blew the whistle and asked everyone to stop searching.

The Camp Commander then told the students to randomly pick any of the nearest balloon to them, read the name on the balloon and return it to the owner accordingly. The students picked the balloons and started returning the balloon to the respective owners according to the name. Within 10 minutes everyone had their balloon back.

Sometimes we are pre-occupied with chasing our own achievement and goals that we tend to forget that we exist in a team. By helping others to achieve their goals, we indirectly help ourselves to achieve the same.

On our everyday work, let us not forget to check on our colleagues as they might have lost their balloon and looking for it. And whenever you feel burdened with problems and issues, don't forget to reach out because there is always someone there to help you find your balloon.

Whether we are in a team of two or a company of two hundred, let us all work together for the betterment of ourselves and everyone else too.