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| **Study Closure Checklist (site to complete)** |
| *This form is to be completed by a site on closure to a study conducted by ITCC.* |
| **Study** |  |
| **Site** |  |
|  |
| **Activity** | **Detail** | **Yes** | **No** | **N/A** |
| **Final pharmacy monitoring** | Has the monitoring been undertaken by the contracted company? |  |  |  |
| Has the report been provided to pharmacy? |  |  |  |
| Has the Investigational Product been destroyed in accordance with the applicable regulations? |  |  |  |
| Has the completed Pharmacy folder been provided to site coordinator? |  |  |  |
| **Comments** |  |  |  |  |
| **All invoices and payments have been raised and finalised** | Has an Invoice been raised for the last patients and related activities? |  |  |  |
| Has payment been received? |  |  |  |
| **Comments** |  |
| **Final report sent to HREC** | Has the report been submitted using the approving HREC standard format? |  |  |  |
| Has the closure letter been attached, with results publication and any appropriate participant correspondence? |  |  |  |
| Has an acknowledgement letter been received and filed, with a copy to ITCC? |  |  |  |
| Has a copy of the report and acknowledgement letter been submitted to the RGO? |  |  |  |
| **Comments** |  |
| **Study Closure Checklist (cont.)** |
| **Activity** | **Detail** | **Yes** | **No** | **N/A** |
| **Letter sent to participants** | Have the allocation codes been received from coordinating site? |  |  |  |
| Has a letter been written addressed to each participant or their remaining family, with the appropriate allocation inserted? |  |  |  |
| Have the letters for all participants been forwarded to clinical team to send to patients or remaining family?*Note:* Instruct the clinical team to post out. |  |  |  |
| **Comments** |  |
| **Essential documents finalised** | Has all correspondence been included in the investigator folder/file? |  |  |  |
| Are all HREC and RGO letters included? |  |  |  |
| Are all reports for monitoring and follow-up included in the folder/file? |  |  |  |
| Check that the Staff Signatures and Delegation Log has completed including a cease date for each delegated person on the sheet? |  |  |  |
| Insert a copy of results publication |  |  |  |
| **Comments** |  |
| **Copy of this checklist to ITCC** | Send a copy of this final checklist to ITCC |  |  |  |
| **Comments** |  |
| **Name** |  |
| **Signature** |  |
| **Date completed** |  |