|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITCC Study Closure Checklist (ITCC to complete on for each site)** | | | | |
| **Study:** |  | | | |
| **Site:** |  | | | |
|  | | | | |
| **Activity** | **Detail** | **Yes** | **No** | **N/A** |
| Completion of   previous monitoring | Are there any outstanding data queries? |  |  |  |
| Are there any outstanding amendments and file notes? |  |  |  |
| **Comments** |  | | | |
| Draft HREC letter written | Has the draft letter been sent to this site? |  |  |  |
| Has a copy of the letter been sent to HREC and to the relevant RGO? |  |  |  |
| Has a copy of the acknowledgement letter been received by ITCC? |  |  |  |
| **Comments** |  | | | |
| Draft participant letter written | Has this letter been sent to sites for finalisation? |  |  |  |
| Has the table of allocation codes been sent to each site with only their allocations? |  |  |  |
| **Comments** |  | | | |
| Confirmation of final pharmacy monitoring | Has there been receipt of the monitoring letter from monitors for that pharmacy (if received by ITCC, has that letter been forwarded to the site? |  |  |  |
| **Comments** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITCC Study Closure Checklist (cont.)** | | | | |
| **Activity** | **Detail** | **Yes** | **No** | **N/A** |
| Final payment has been sent to every site | Are there any outstanding invoices or payments? |  |  |  |
| **Comments** |  | | | |
| Email and telephone discussions of site closure activities | Has these discussions been conducted after the draft letters were sent to each site and as site procedures are underway? |  |  |  |
| Update the study KPI database to track progress for that site |  |  |  |
| Has the final HREC and RGO correspondence been received from this site? |  |  |  |
| **Comments** |  | | | |
| Archiving underway  at each site | Pharmacy manual |  |  |  |
| Investigator manual |  |  |  |
| Email and telephone discussions |  |  |  |
| **Comments** |  | | | |
| Confirm final site closure | Has the completed Study Closure Checklist been received from the site? |  |  |  |
| **Comments** |  | | | |
| **Name** |  | | | |
| **Signature** |  | | | |
| **Date completed** |  | | | |