



CERTIFICATE OF GOOD CLINICAL PRACTICE

SYLLABUS

INTRODUCTION

GCP is a set of internationally-recognised ethical and scientific quality requirements that must be observed throughout the various stages of a clinical trial. Candidates will be examined on how these requirements are expressed in the various processes of a clinical trial. Candidates will also be expected to have a detailed knowledge of the following:

- Declaration of Helsinki – Ethical Principles for Medical Research Involving Human Subjects (current version)
- European Commission Directive 2001/20/EC (the implementation of good clinical practice in the conduct of clinical trials on medicinal products for human use), and its associated guidance documents
- European Commission Directive 2005/28/EC (principles and detailed guidelines for good clinical practice as regards to investigational medicinal products for human use, as well as the requirements for authorisation of the manufacturing or importation of such products)
- Note for guidance on Good Clinical Practice (CPMP/ICH/135/95)
- UK Medicines for Human Use (Clinical Trials) Regulations 2004, SI 2004 No. 1031, Amendment Regulations 2006, SI 2006 No. 1928, Amendment (No. 2) Regulations 2006, SI 2006 No. 2984, Medicines for Human Use (Clinical Trials) and Blood Safety and Quality (Amendment) Regulations 2008, SI 2008 No. 941 and Medicines for Human Use (Miscellaneous Amendments) Regulations 2009, SI 2009 No. 1164.

The examination will incorporate further relevant changes in European and UK laws as they come into force. A list of reference documents is appended to this syllabus.

ABBREVIATIONS

CRF	Case Report Form
CRO	Contract Research Organisation
EC	Ethics Committee
EU	European Union
FDA	Food and Drug Administration
GCP	Good Clinical Practice

ICH	International Conference on Harmonisation
IMP	Investigational Medicinal Product
IND	Investigational New Drug
SAE	Serious Adverse Event
SMO	Site Management Organisation
SOP	Standard Operating Procedure
SUSAR	Suspected unexpected serious adverse reaction

GCP IN GENERAL

- The principles of GCP and the applicable terminology
- Development of GCP with particular reference to the principles reflected in the Declaration of Helsinki, the Nuremberg Code and the role of the World Medical Association

KEY ELEMENTS OF GCP

Ethics Committees (EC)

- Responsibilities of EC
- EC's role in the protection of vulnerable subjects
- Documentation and other information to be considered by an EC for review of a clinical trial
- Composition of the EC
- Functions of the EC
- Operation and procedures of the EC
- Communications with the EC by investigator and/or sponsor
- Records produced and retained by the EC

Investigator Responsibilities

- Qualifications and training of the investigator and trial team
- Delegation of trial-related duties
- Identification of sponsors and sub-contractors
- Conduct of a clinical trial at a trial site, including resources required
- Medical care of clinical trial subjects
- Communication with EC, including progress reports and final report
- Compliance with the clinical trial protocol
- Investigational Medicinal Product (IMP)
- Randomisation procedures and un-blinding
- Informed consent of trial subjects
- Premature termination or suspension of a trial (investigator responsibilities)
- Communication with and reporting to sponsor

Sponsor Responsibilities

- Role of the sponsor and sub-contractors e.g. Contract Research Organisations (CROs) and Site Management Organisations (SMOs)
- Standard Operating Procedures (SOPs)
- Medical expertise
- Trial design
- Independent Data-Monitoring Committees
- Investigator selection
- Allocation of duties and functions
- Compensation to subjects and investigators (insurance and indemnity)
- Financing and trial agreements

- Notification/submission/reporting to regulatory (competent) authorities
- Confirmation of review by EC
- Provision of information on IMP, manufacturing, packaging, labelling and coding of IMP, supplying and handling of IMP (all with reference to Annex 13 of Good Manufacturing Practices and EU Commission Directive 2003/94/EC)
- Randomisation procedures
- Central and local laboratories, labelling, storage and transport of samples
- Monitoring by sponsor
- Non-compliance
- Premature termination or suspension of a trial (sponsor responsibilities)
- Clinical trial reports

Clinical Trial Protocol and Protocol Amendment(s)

An awareness of the topics to be included in a clinical trial protocol, as follows:

- General information (title, identifying number, date, contact details)
- Background information (IMP, patient population, literature, data, previous trials)
- Trial objectives and purpose
- Trial design
- Selection and withdrawal of subjects
- Treatment of subjects
- Assessment of efficacy
- Assessment of safety
- Statistics
- Direct access to source data/documents
- Quality control and quality assurance
- Ethics
- Data handling and record keeping
- Financing and insurance
- Publication policy
- Supplementary information

Investigator's Brochure

An awareness of the topics to be included in an investigator's brochure, as follows:

- Introduction (purpose, revisions, provision to investigators)
- General considerations (title, sponsor name, product name(s), confidentiality)
- Physical, chemical, pharmaceutical properties, formulation
- Non-clinical studies
- Pharmacokinetics and product metabolism in animals
- Toxicology
- Effects in humans
- Pharmacokinetics and product metabolism in humans
- Safety and efficacy
- Marketing experience
- Summary of data and guidance for the investigator
- References on publications and reports

Safety Information and Adverse Event/Serious Adverse Reaction Reporting

- Definitions – adverse events, serious adverse events (SAEs), suspected unexpected serious adverse reactions (SUSARs)

- Medical care to a subject for any adverse event
- Amendments to the protocol to eliminate immediate hazard
- Investigator and sponsor responsibilities for collection, evaluation, follow up and reporting to regulatory, EC and other authorities
- Expedited reporting of suspected unexpected serious adverse reactions (SUSARs)
- Safety updates and periodic safety updates

Handling of Documentation and Data

- Responsibilities of the investigator, sponsor and CRO or SMO for trial management data handling, record keeping and access to data
- Essential documents for the conduct of a clinical trial
- Data from multi-centre trials
- Principles of the audit trail
- Source documents, Case Report Forms (CRF) (paper and electronic), electronic signatures
- Randomisation procedures
- Data coding procedures
- Data management, security and retrieval
- Data protection
- Clinical trial reports
- Responsibilities of investigator and sponsor/contractors for archiving (both paper and electronic), including source documents
- Notification/submission of clinical trial reports to regulatory, EC and other authorities

Quality

- Quality control and quality assurance
- Monitoring by sponsor or its agent
- Audits and Inspections

APPENDIX

REFERENCE DOCUMENTS WITH WHICH CANDIDATES SHOULD BE FULLY CONVERSANT:

UK Medicines for Human Use (Clinical Trials) Regulations 2004, SI 2004 No. 1031, Amendment Regulations 2006, SI 2006 No. 1928, Amendment (No. 2) Regulations 2006, SI 2006 No. 2984, Medicines for Human Use (Clinical Trials) and Blood Safety and Quality (Amendment) Regulations 2008, SI 2008 No. 941 and Medicines for Human Use (Miscellaneous Amendments) Regulations 2009, SI 2009 No. 1164.

European Commission Directive 2001/20/EC. The implementation of good clinical practice in the conduct of clinical trials on medicinal products for human use.

European Commission Directive 2001/20/EC guidance documents:

- Detailed guidance for the request for authorisation of a clinical trial on a medicinal product for human use to the competent authorities, notification of substantial amendments and declaration of the end of the trial.
- Detailed guidance on the application format and documentation to be submitted in an application for an Ethics Committee opinion on the clinical trial on medicinal products for human use.
- Detailed guidance on the collection, verification and presentation of adverse reaction reports arising from clinical trials on medicinal products for human use.
- Detailed guidance on the European database of Suspected Unexpected Serious Adverse Reactions (Eudravigilance – Clinical Trial Module).
- Detailed guidance on the European clinical trials database (EUDRACT Database).

European Commission Directive 2005/28/EC. Principles and detailed guidelines for good clinical practice as regards to investigational medicinal products for human use, as well as the requirements for authorisation of the manufacturing or importation of such products.

Note for guidance on Good Clinical Practice CPMP/ICH/135/95.

Declaration of Helsinki – Ethical Principles for Medical Research Involving Human Subjects (current version).

OTHER DOCUMENTS OF WHICH CANDIDATES SHOULD BE AWARE INCLUDE:

European Commission Directive 95/46/EC (1995). On the protection of individuals with regard to the processing of personal data and on the free movement of such data.

European Commission Directive 97/43/Euratom. On health protection of individuals against the dangers of ionising radiation in relation to medical exposure.

European Commission Directive 2003/94/EC. Laying down the principles and guidelines of good manufacturing practice in respect of medicinal products for human use and investigational medicinal products for human use.

Eudralex Volume 4 - Medicinal Products For Human and Veterinary Use: Good Manufacturing Practices, Annex 13. Manufacture of investigational medicinal products.

Eudralex Volume 9A - The Rules Governing Medicinal Products in the European Union - Guidelines on Pharmacovigilance for Medicinal Products for Human Use.

Eudralex Volume 10 - The Rules Governing Medicinal Products in the European Union - Clinical Trials Guidelines.

International Conference on Harmonisation (ICH). Topic E3: Structure and Content of Clinical Study Reports.

International Conference on Harmonisation (ICH). Topic E2A: Clinical Safety Data Management: Definitions and Standards for Expedited Reporting.

Nuremberg Code: Trials of War Criminals before the Nuremberg Military Tribunals under Control Council Law No. 10, Vol. 2, Nuremberg, October 1946 -April 1949.

SOME USEFUL WEBSITES:

www.ich.org

www.emea.europa.eu

www.mhra.gov.uk

www.nres.npsa.nhs.uk

www.efpia.org

www.wma.net