

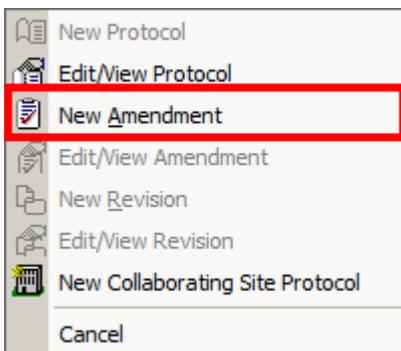
PowerTrials: POM – amend protocol

Quick reference guide

When an Amendment is to be recorded in POM, various details will need to be imported or re-entered against the protocol.

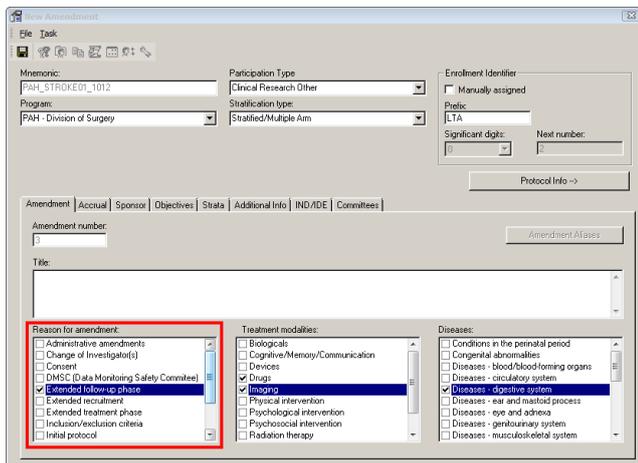
Create New Amendment

1. Within *POM*, right click on the *Initiating Service* folder that the protocol is listed under.
2. Click *New Amendment*.



The *New Amendment* window will open.

3. Select the appropriate reason in the *Reason for Amendment* section.



4. Update the needed changes within the various tabs as required.
5. Click *Save*.

The below prompt window will appear confirming the new amendment has been created.

6. Click *OK*.

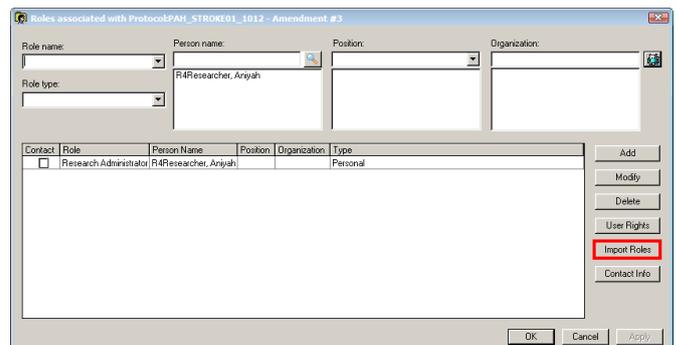
Import Checklists

If you have created a checklist with the initial protocol or previous amendment and want to associate it with the new amendment, import the checklist using the following process:

1. Click the *Eligibility Checklist Builder* icon.
The *Eligibility Checklist Builder* window will open.
2. Click the *Import Checklist* icon from the toolbar.
The *Import Checklist* window will open.
3. Select which checklist you wish to import from the list.
4. Click *Import*.
5. Click *Save*.
6. Click *Exit*.

Import Roles

1. Click the *Role Assignments* icon.
The *Role Assignments* window will open.
2. Click the *Import Roles* button.



Roles from the initial protocol or previous amendment will be displayed.

3. Click *OK*.

Upload Documents

Documents will need to be re-uploaded for the new amendment.

Please refer to the *POM 6 Associate Documents QRG*.



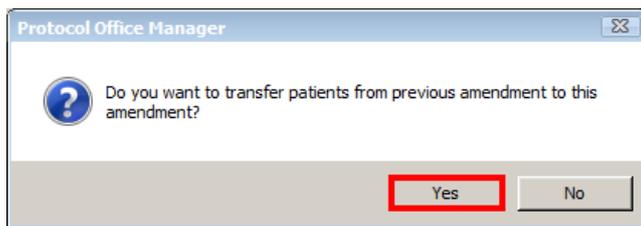
Configure Milestones

Milestones will need to be re-entered for the new amendment.

Please refer to the [POM 7 Milestones QRG](#).

Patient Transfer

If any patients had been enrolled in the initial protocol or previous amendment, the following prompt will appear upon opening the new amendment for accrual:



1. Click *Yes*.

Please refer to the [POM x3 Patient Transfer QRG](#) for subsequent steps.

Note: The Amendment milestone activities will also need to be documented

