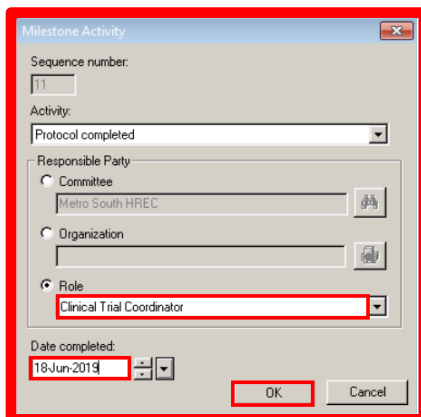


PowerTrials: POM – close a protocol for accrual

Quick reference guide

If a protocol has to be “Closed to Accrual” for whatever reason, the protocol will need to have its status changed to “Closed to accrual” in *POM* by the Clinical Trial Coordinator (CTC).

1. With the relevant protocol or amendment selected from within the *Initiating Service* folder, click the *Milestones* icon from the toolbar.
The *Default Milestone* window will open.
2. Select the *Closed to Accrual* milestone.
Click the *Edit Milestone* button from the toolbar.
3. The *Milestone Activity* window will open.
4. Select *Role* under *Responsible Party*.
5. Select *Clinical Trial Coordinator* from the dropdown menu.
6. Enter the *Date* – this should reflect the authorised Closed to Accrual date.
7. Click *OK*.



Milestone Activity

Sequence number: 11

Activity: Protocol completed

Responsible Party

Committee
Metro South HREC

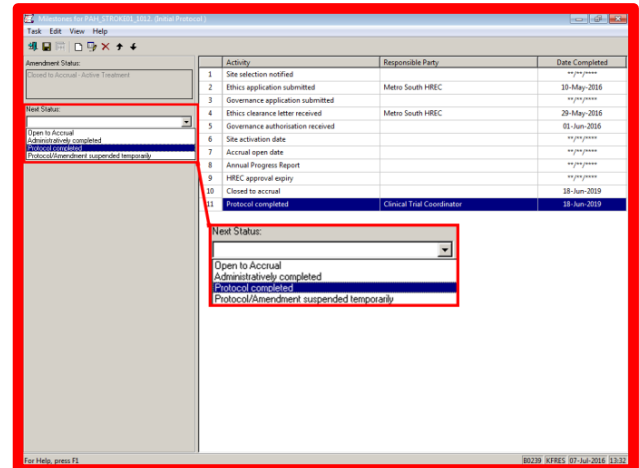
Organization

Role
Clinical Trial Coordinator

Date completed: 18Jun-2013

OK Cancel

8. Click *Save*.
9. Select *Closed to Accrual – Active Treatment* from the *Next Status* dropdown.



Activity	Responsible Party	Date Completed
1 Site selection notified		
2 Ethics application submitted	Metro South HREC	30-May-2016
3 Governance application submitted		
4 Ethics clearance letter received	Metro South HREC	28-May-2016
5 Governance authorisation received		
6 Site activation date		01-Jun-2016
7 Accrual open date		
8 Annual Progress Report		
9 HREC approval expiry		
10 Closed to accrual	Clinical Trial Coordinator	18-Jun-2019
11 Protocol/amendment suspended temporarily		

Next Status:

Open to Accrual

Administratively completed

Protocol/amendment suspended temporarily

Closed to accrual

10. Click *Apply*.
11. Click *Save*.
12. Click *Exit*.

When you exit out to the starting screen of POM, you will see in the Protocol's General Information that the Status is now listed as **Closed to Accrual – Active Treatment**.

The research study has now been closed to accruing any more patients in POM.

This will also be indicated by the **X** beside the protocol, underneath the *Initiating Service* folder.