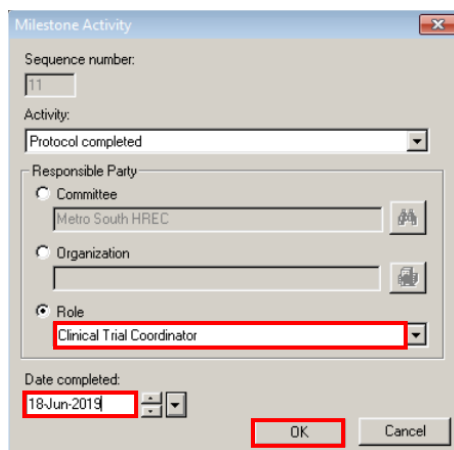


## PowerTrials: POM – complete protocol

### Quick reference guide

When a research study has concluded and all the results have been recorded and documented, the closure of the protocol will need to be documented 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.
2. Select the *Protocol Completed* 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 protocol closure date.
7. Click *OK*.



Milestone Activity

Sequence number: 11

Activity: Protocol completed

Responsible Party:

Committee

Metro South HREC

Organization

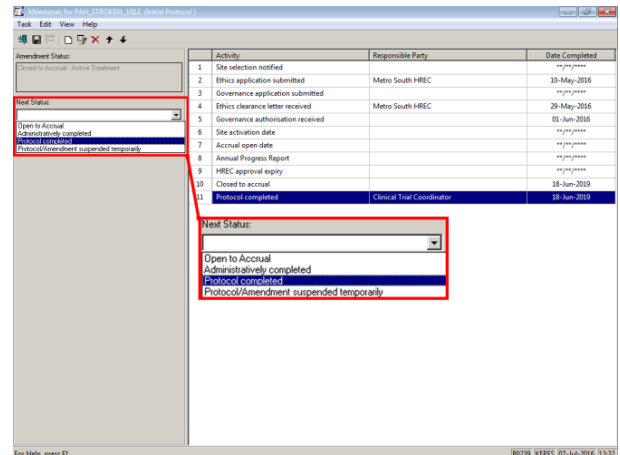
Role

Clinical Trial Coordinator

Date completed: 18-Jun-2013

OK Cancel

8. Click *Save*.
9. Select *Protocol completed* from the *Next Status* dropdown menu.



Amendment Status	Activity	Responsible Party	Date Completed
Closed to Accrual - Active Treatment	1 Site selection notified		18-May-2016
	2 Ethics application submitted	Metro South HREC	18-May-2016
	3 Governance application submitted		18-May-2016
	4 Ethics clearance letter received	Metro South HREC	20-May-2016
	5 Governance authorisation received		01-Jun-2016
	6 Site activation date		18-Jun-2016
	7 Accrual open date		18-Jun-2016
	8 Annual Progress Report		18-Jun-2016
	9 HREC approval expiry		18-Jun-2016
	10 Closed to accrual		18-Jun-2016
	11 Protocol completed	Clinical Trial Coordinator	18-Jun-2016

Next Status:

Open to Accrual


Administratively completed

Protocol completed

Protocol/Amendment suspended temporarily

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

The research study has now been closed in POM.

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

