

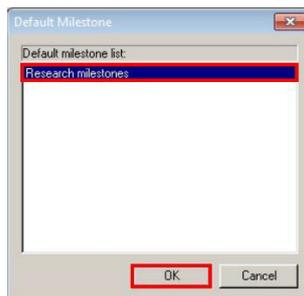
PowerTrials: POM – milestones

Quick reference guide

The research milestones are recorded within *POM* and are required to be documented to be able to change the status of the protocol, e.g. open a protocol for accrual. Milestones allow you to view how the study is tracking and can be pulled into reports to monitor a study's progress.

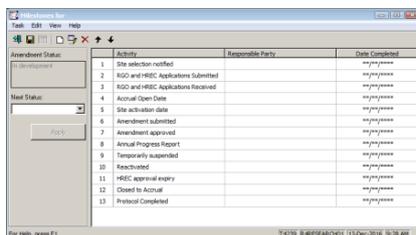
Add Default Milestones to a New Protocol

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 *Research Milestones* from the default milestone list.



3. Click *OK*.

The *Milestones* window will populate with the default milestone list.



Amendment Status	Activity	Responsible Party	Date Completed
1	Site selection notified		
2	RSO and HREC Applications Submitted		
3	RSO and HREC Applications Received		
4	Accrual Open Date		
5	Site activation date		
6	Amendment submitted		
7	Amendment approved		
8	Annual Progress Report		
9	Temporarily suspended		
10	Reactivated		
11	HREC approval expiry		
12	Closed to Accrual		
13	Protocol Completed		

Record Milestone Information

The *Responsible Party* and *Date Completed* details need to be recorded against each milestone.

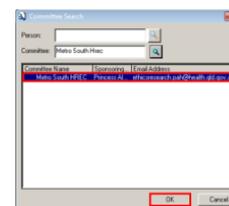
1. Click on the milestone to update.
2. Click the *Edit Milestone* icon from the toolbar.
The *Milestone Activity* window will open.
3. Select the appropriate *Responsible Party*.



4. Click the *binoculars* icon.
The corresponding *Responsible Party Search* window will open.
5. Begin typing the *Responsible Party* in the respective field.



6. Click the corresponding *magnifying glass* icon.
A list of matching results will display.
7. Click on the correct result.



8. If the milestone has been completed, add the date of completion in the *Date Completed* field.
9. Click *OK*
10. Click *Save*



Add Additional Milestones to a Protocol

If a desired milestone does not appear on the list, it can be added using the *Milestones* toolbar.

1. Click the *New Milestone* icon from the toolbar.
The *Milestone Activity* window will open.
2. Select an *Activity* from the dropdown menu.
3. Select the appropriate *Responsible Party* by clicking the button beside it.
4. Search for the appropriate *Responsible Party* using the magnifying glass, if required.
5. If the milestone has been completed, add the date of completion in the *Date Completed* field.
6. Click *OK*.
7. Click *Save*

The additional milestone has now been added to the milestone list.

Reorder Milestones

Users may wish to reorder the milestone list.

1. Select the milestone to reorder.
2. Click the *Up* arrow or *Down* arrow in the toolbar in accordance with which direction you want the milestone to move in.
3. Continue clicking until the milestone is in the desired position.

Delete Milestones

Users may wish to delete a milestone if it is not relevant.

1. Select the milestone to delete.
2. Click the *Delete* icon in the toolbar.

The selected milestone has now been deleted.

