# PowerTrials: POM – patient transfer

Quick reference guide

After a protocol has a new amendment created, all current enrolled patients that are still receiving treatment will need to be transferred from the previous amendment to the new amendment. This will need to occur after documents have been associated, milestones recorded and the new amendment has been approved and opened for accrual.

To see how to create amendments for a protocol, refer to the *POM 9 Modify a Protocol QRG*.

1. From within *POM*, click on the protocol or relevant amendment under the *Initiating Service* folder.

2. Click on the *Patient Transfer* icon on the toolbar.

   The *Patient Transfer* window will open displaying patients currently enrolled in the previous amendment.
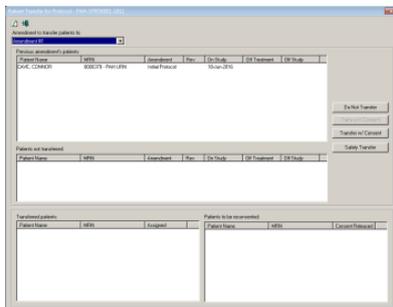

3. From the list, click to select the patient to be transferred.

   Note: Multiple patients can be transferred at the same time, providing that the transfer button used in Step 4 should be the same. To select multiple patients, press and hold Ctrl on the keyboard and click on the individual patients.

4. Click the relevant transfer button:

   a. *Do Not Transfer*: click this button if the selected patient is to stay on the previous amendment

   b. *Transfer w/ Consent*: click this button if the patient needs to be re-consented and a consent form is to be re-printed for signature

   c. *Safety Transfer*: click this button if the patient does not need to sign a new consent form
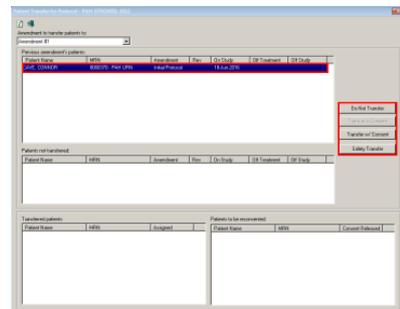
   The *Creating Transfer Consent* window will open.

5. Enter the following information:

   a. *Person*: input your name as the person transferring the patient

   b. *Institution*: input your institution

   c. *Document*: select Consent Form from the dropdown menu

   d. *Reason for*: defaults to appropriate option for selection made in Step 4.
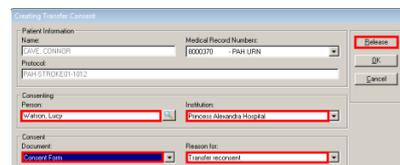
6. Click *Release* to save the changes.

   The *Select Destination Device* window will open.

7. If printing a new consent form for signing, select the relevant printer OR if the patient is not required to sign a new consent form, click *Cancel*.

The *Enter the Transfer Date* window will open.

8. Input the date of transfer.

9. Click *OK*.

    Selected patient/s will have moved in accordance with the button selected in Step 4:

    a. *Patients Not Transferred*: if Do Not Transfer was selected, patient will appear in this list

    b. *Transferred Patients*: if Safety Transfer was selected, patient will appear in this list

    c. *Patients to be reconsented*: if Transfer w/ Consent was selected, patient will appear in this list
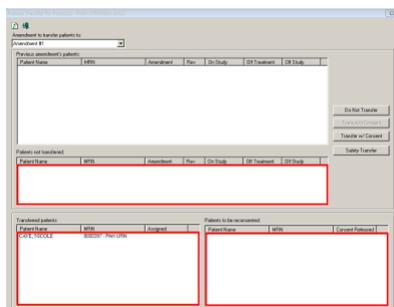
10. Continue transferring patients as required (Steps 3-9).

11. Click *Exit* when task is complete.

12. Click *Save* to save the changes.