

PowerTrials: PPM – enrol patients

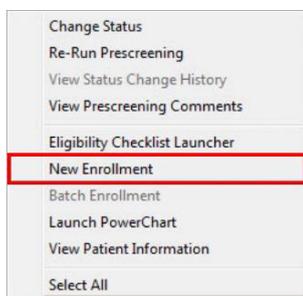
Quick reference guide

Patient Enrolment occurs through *Patient Protocol Manager (PPM)*. After potential patients are confirmed to meet the eligibility criteria for the research study, a member of the research team will discuss the study and consenting process with the patient.

Partial Enrolment (Awaiting Return of Signed Consent Form)

Partial enrolment occurs when the patient has been provided with the consent form, but not ready to sign the consent to proceed with the enrolment. The patient will remain in the 'Consents Pending Signature' view until the signed consent form is returned to the research team.

1. Within *PPM*, right click on the patient's name from the list of *Pre-Screened Patients*.
2. Click *New Enrollment*.



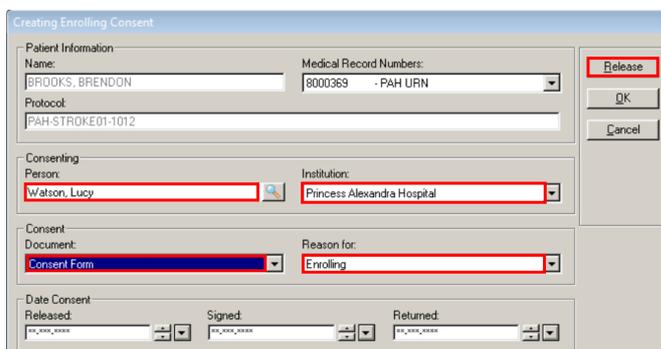
The *Creating Enrolling Consent* window will open.

3. Complete the *Consenting Person's* details, making use of the magnifying glass if required
4. Select the *Institution* from the dropdown menu.
5. Select the *Consent Form* from the *Document* dropdown menu.
6. Leave *Reason for* as *Enrolling*.

Note: If the patient has signed and returned a

consent form at this stage, complete the *Date Consent* fields *Signed* and *Returned*. This would then be considered a complete enrolment.

7. Click *Release*.



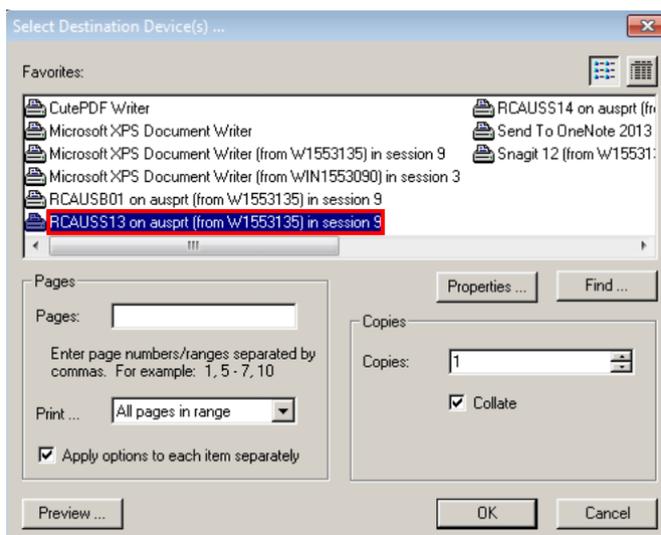
A screenshot of the 'Creating Enrolling Consent' window. The 'Patient Information' section shows Name: BROOKS, BRENDON and Medical Record Numbers: 8000369 - PAH URN. The 'Consenting' section shows Person: Watson, Lucy and Institution: Princess Alexandra Hospital. The 'Consent' section shows Document: Consent Form and Reason for: Enrolling. The 'Date Consent' section has fields for Released, Signed, and Returned. A red box highlights the 'Release' button.

Note: Do not click *OK* in the *Creating Enrolling Consent* window – the system will not recognise that the patient has received a consent form and will not indicate this correctly.

8. Select the appropriate printer for the consent form to print to and click *OK*.

or

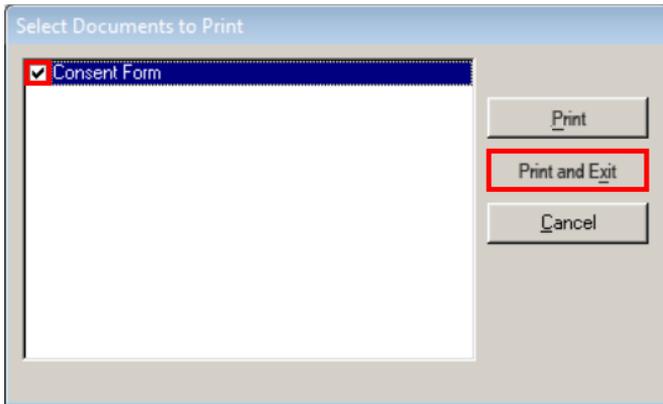
Select *Cancel* if the patient has previously received a printed consent form



A screenshot of the 'Select Destination Device(s) ...' window. The 'Favorites' list includes several printers, with 'RCAUSB13 on ausprit (from W1553135) in session 9' highlighted. The 'Pages' section has a 'Pages' field and a 'Print' dropdown set to 'All pages in range'. The 'Copies' section has a 'Copies' field set to '1' and a checked 'Collate' checkbox. Buttons for 'Preview ...', 'OK', and 'Cancel' are visible at the bottom.

If choosing to print, the *Select Document to Print* window will open.

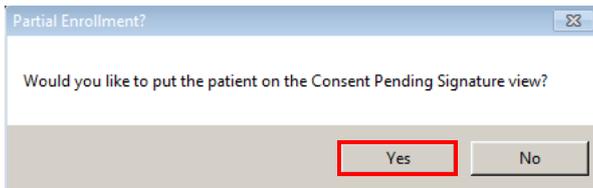




9. Tick the *Consent Form*.
10. Click *Print and Exit*.

The *Partial Enrollment?* window will open.

11. Click *Yes*.



The patient will now be listed under *Consents Pending Signature*.

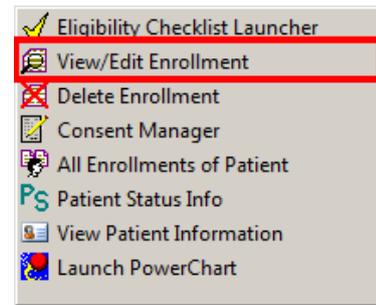
Finalising Enrolment (from Partial Enrolment)

If the research team received a signed consent form after performing a partial enrolment, the following steps are to be taken to finalise the enrolment in *PPM*.

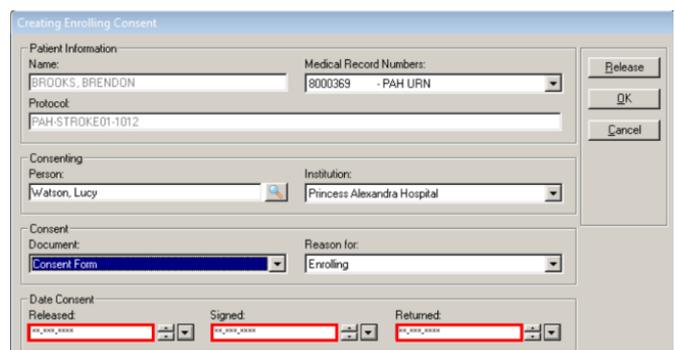
1. Click the *Consents Pending Signature* icon on the left.



2. Right click on the patient who returned a signed consent form.
3. Click *View/Edit Enrollment*.



4. Complete the *Date Consent* fields *Signed* and *Returned*.



The patient will be moved from *Consents Pending Signature* to *All Patients Enrolled*.

Complete Enrolment

If the patient has provided a signed consent form prior to any enrolment activities within PPM,



complete steps 1-6 on Page 1, and then complete the *Date Consent* fields *Signed* and *Returned*.

Creating Enrolling Consent

Patient Information
Name: BROOKS, BRENDON
Medical Record Numbers: 8000369 - PAH URN
Protocol: PAH-STROKE01-1012

Consenting
Person: Watson, Lucy
Institution: Princess Alexandra Hospital

Consent
Document: Consent Form
Reason for: Enrolling

Date Consent
Released: [Date Picker]
Signed: [Date Picker]
Returned: [Date Picker]

Buttons: Release, OK, Cancel

Note: If a patient was enrolled in error, please refer to the *PPM x2 Delete Enrolment QRG*.

