FactSheet: Using Teams for Trial Monitoring

Who does this apply to?

All research which requires an external monitor to conduct a monitoring visit via teams.

Exception

Trials using Florence eBinders should use the Monitor Review Module to conduct remote monitoring.

MCRI IT have approved Teams to be used for clinical research "Remote Monitoring" where on-site monitoring is not possible.

Researchers should therefore conduct and document remote monitoring via Teams to the same standard as traditional monitoring.

What do I need to do before setting up remote monitoring?

- Ensure the ⤢appropriate agreements are in place with external monitors. Please consult with ⤢MCRI Legal if you are unsure.
- Review any previous Monitor Reports to ensure any action items are followed up
- Schedule a timeframe during which the Monitor will have access to records.
- Ensure all monitoring takes place as per the trial's ⤢Clinical Monitoring Plan – this may need to be updated if remote monitoring has not been included.
- If necessary, ensure hard copy Essential Documents are scanned, verified, and redacted if they contain patient data.

Resources

- ⤢ MCRI IT MS 365 External Collaboration Guide
- ⤢ External domains Whitelisted for collaboration via Teams
- ⤢ MCTC047 | SOP: Site Monitoring Visiting Procedures
- ⤢ MCRI Data Protection and Privacy Policy

Teams Tips

Video Monitoring

- MCRI staff may hold hard copy documents, and especially those with a wet-ink signature, to the camera for an external monitor
- MCRI staff may ⤢share their screen to permit an external monitor to view the document for longer

Send / Transfer Data via Teams

- Ensure that MCRI IT has whitelisted the web domain of the external organisation for collaboration. ⤢View listing of currently available domains.
- If the domain has not yet been whitelisted, researchers can submit a request to add a new domain to the Whitelist to the ⤢IT Service Desk.
- Before sharing, ensure that the document Read / write permissions are updated to your preference, from the following options:
  a) Editable, downloadable
  b) Editable, not downloadable
  c) Read only, downloadable; or
  d) Read only, not downloadable.

⤢ Instructions on how to edit Read / Write permissions.

Find Out More

Review the CRDO Launching Pad, ICH GCP (E6 (R2)) Section 5.18: Monitoring, and NHMRC Guidance: Risk Based Management and Monitoring of Clinical Trials.

Please contact it.servicedesk@mcri.edu.au if you have any questions.