GUIDANCE ON ADVERSE EVENT REPORTING

WHAT TO REPORT

- Any **Serious Adverse Reaction (SAR)** that occurs **up to 28 days after randomisation**
- Refer to Protocol Page 13 for full trials adverse event definitions

Please consider the following when assessing if the event is a Serious Adverse Reaction:

The event should be any untoward medical occurrence that:

Fulfils one of the seriousness criteria outlined below: (i.e. Q5. of SAR form)

- results in death;
- is life-threatening;
- requires inpatient hospitalisation or prolongation of existing hospitalisation;
- results in persistent or significant disability/incapacity
- other 'important medical events'

AND

Is **suspected to be related** to the trial medication? (i.e. Q6. of the SAR form)

*"A **Serious Adverse Reaction** is an adverse event that is both serious and, in the opinion of the reporting investigator, believed with reasonable probability to be due to the trial treatments, based on the information provided."*

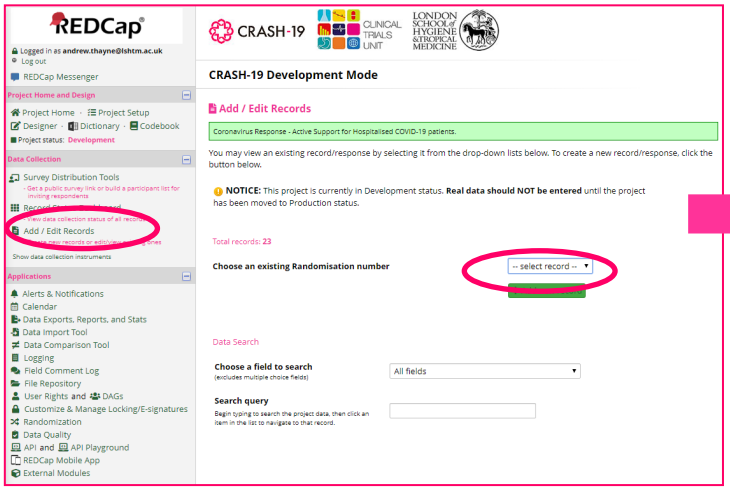
ONLY IF THE EVENT MEETS BOTH OF THESE CRITERIA = REPORT

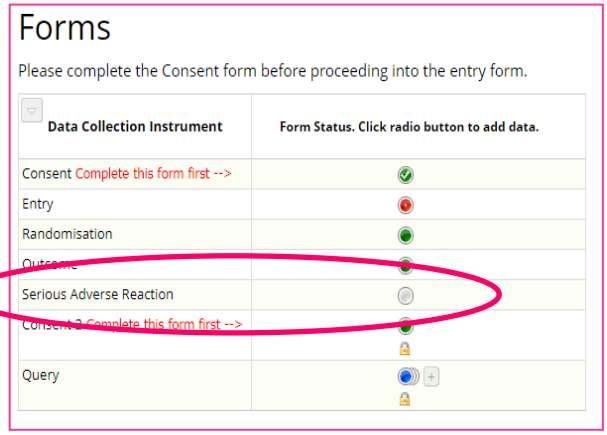
- Ensure the participant is assessed daily for any SARs

HOW TO REPORT

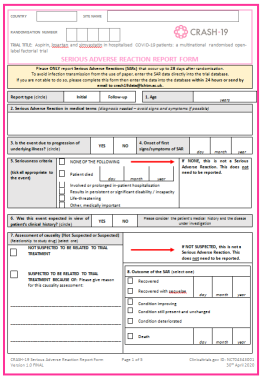
- To avoid the use of paper forms, all serious adverse reaction data should be **entered directly into the database**
  - the database is located here: https://ctu-redcap.lshtm.ac.uk/
  - **SAR data should be entered within 24 hours of the investigator becoming aware of the event**
  - an electronic copy of the completed SAR form will be provided to keep in your Investigator's Site File

- The Serious Adverse Reaction form can be accessed by clicking **'Add / Edit Records'** as below, choosing the relevant existing **Randomisation Number** from the drop down menu.
  - then **click on the Serious Adverse Event radio button** to add the form to the database.





- If a **paper copy** is used for initial data collection:
  - blank, paper copies of the Serious Adverse Reaction form can be found in *Section 7: Blank Forms & Logs of the Investigator Site File 1 (ISF)*



GUIDANCE FOR COMPLETING THE SERIOUS ADVERSE REACTION FORM	
Initial/ Follow up	• Indicate **Initial** if this is the first time the event is being reported; **Follow-up** to report any subsequent/change in information about the event i.e. update to 'outcome' upon final review
Q2. Adverse Event medical term	• Record **one diagnosis only** per event**.** Signs and symptoms should be avoided unless the diagnosis/cause is unknown. • Do not use abbreviations (e.g. do not use AF for atrial fibrillation)
Q5. Seriousness criteria	• Indicate **ALL** that apply – can be more than one • The seriousness criteria should be an assessment of the seriousness in relation to the specific event only, not the participant status as a whole
Q6. Expectedness	• Indicate if the event is an expected event in view of the participant's medical history • If yes, consider if this event is 'suspected to be related to the trial intervention' and should be reported
Q7. Assessment of causality	• **NOT SUSPECTED:** As specified in the protocol, this does not need to be reported as an adverse event • **SUSPECTED:** There is evidence to suggest a causal relationship with administration of the trial treatment and the influence of other factors is unlikely. **Please give a reason**
Q8. Outcome of the SAR	• Provide outcome at final review of participant/event. You will be asked to continue event follow-up until stabilised or resolved. **Note: The outcome refers to the participant status regarding the reported event only and not the participant's general state of health (except death)**
Q12. Action taken	• Please tick ALL actions taken to manage the event • Details of adjusted dosages and therapies given can be stated in Q14 • Note: If 'hospitalisation' has been provided as a seriousness criteria for the event at Q5, consider if 'hospitalisation' should be marked as an action taken also
Q14. Additional information	• Fully describe the nature, severity, cause and any other information that helps understanding of the SAR. Describe the therapeutic measures taken and, if available, outcome details
Q16. Concomitant medications	• List all medications (**generic names only**) that the participant was taking <u>at onset of the event</u> (use a separate sheet if not enough space) • Note: this <u>should not</u> be updated with any newly prescribed medications in the management of the event - these should be reported at Q12 and Q14 • Drug frequency – for standardisation, please use the following terms: 'Once daily'; 'Twice daily'; Three times daily'; Four times daily'; Once weekly; Twice weekly; Three times a week; Every 2 weeks; Once monthly; 'PRN' to indicate 'as required'; Other (specify)
Principal Investigator Review	
Q20. Principal Investigator review	• Once an SAR has been fully resolved, there will be a request for a final certification from the PI to: • Review the SAR in its entirety (initial and any follow-ups) • Confirm that the final SAR report form is accurate according to the medical records • Confirm the final diagnosis of the event • Record their name, date and signature at Q20 on the SAR report form • Update the PI certification fields on the database as confirmation that review has been completed