

Standard Operating Procedure CCTU/SOP046

Blinded Randomisation

1. Scope

This Standard Operating Procedure applies to staff of the Cambridge Clinical Trials Unit, Chief Investigators and their trial teams working on Cambridge-Sponsored CTIMPs or clinical studies coordinated by the CCTU.

2. Purpose

To describe the extra steps required, in addition to those described in CCTU/SOP036 Open Label Randomisation, to set up a blinded randomised treatment allocation.

- Concealment lists & labelling
- Drug supply, re-supply and shipping
- Unblinding: emergency and end-of-study

3. Definitions and Abbreviations

The headings below contain the definitions of terms and meaning of abbreviations used within the document.

3.1. Definitions

Term	Definition
Cambridge Sponsored	Sponsored by Cambridge University Hospitals NHS Foundation Trust (CUH); or the University of Cambridge (UoC); or jointly by CUH and UoC OR Sponsored by: Cambridge University Hospitals NHS Foundation Trust (CUH) or CUH jointly with the University of Cambridge or Cambridgeshire & Peterborough NHS Foundation Trust (CPFT) or CPFT jointly with the University of Cambridge
Randomisation	The act of allocating a treatment to a study subject using an element of chance to determine which treatment is to be allocated
Blinded	The concept of concealing the treatment that is assigned from the staff and patients to prevent biases occurring
Tenalea	A web-based randomisation system.
Concealment List	A set of unique labels or numbers applied to identify the individual drug kits that are otherwise visually identical across different treatments without revealing the identity of the treatment contained in the individual drug kit.
Randomisation seed	Numerical algorithms used to generate random numbers can be made exactly replicable by the specification of a starting number: the randomisation seed.

Trial steering committee	A committee responsible for overall supervision of a trial and to ensure that it is conducted to rigorous standards.
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3.2. Abbreviations

Abbreviation	Meaning
TMF	Trial Master File
CI	Chief Investigator
CCTU	Cambridge Clinical Trials Unit

4. Undertaken by

The roles involved in the process are:

Programmer

Statistician

Chief Investigator or delegate

5. Items Required

1. CCTU/TPL 035 Tenalea Randomisation Requirements
2. CCTU/FRM091 Randomisation Specifications Overview Approval Form
3. CCTU/TPL013 Randomisation Specification Template
4. CCTU/FRM040 Randomisation Approval Form
5. CCTU/TPL016 Randomisation Functional Testing
6. CCTU/FRM044 Randomisation User Acceptance Testing Form
7. CCTU/FRM045 Randomisation Closure Form
8. R&D/SOP008 Un-blinding Subjects in an Emergency Situation
9. CCTU/GD038 Storage and Access to Confidential Materials
10. CCTU/FRM104 Unblinding Log
11. Master Treatment Coding Document
12. Log of password protected documents

6. Summary of Significant Changes

Added reference to CCTU/GD038 Storage and Access to Confidential Materials

7. Method

The following sections provide a description of the processes to be followed when implementing this document's procedures.

7.1. Processes and Documentation

The processes and documentation described in CCTU/SOP036 Open Label Randomisation must all be applied and completed in full for any blinded study. The same framework of specification, building and testing, and the associated documentation is to be used for a blinded study, but further details must be included. These extra details are described in this SOP.

- An equivalent set of documents is required for any general software used to provide a framework for building the randomisation system for any study. CCTU uses Tenalea a web-based system along with templates for specification and validation
- If a study team wishes to use an alternative system the equivalent documentation (see CCTU/SOP036) must be provided
- In the majority of cases blinded trials apply to drug treatments, although it is not impossible for other modes of treatment to be blinded by using a 'double-dummy' method whereby multiple modes of treatments are given to all subjects, but only one of the modes are an active treatment and all the rest are 'dummy' or placebo versions
- This document will use the terms "drug" and "treatment" interchangeably to correspond to the technical terms used within the Tenalea system

7.2. Additional Blinding Practices and Concepts

7.2.1. Master Treatment Coding

A Master Treatment Coding document should be produced. This will contain a set of anonymised labels for each treatment in the study. For example:

- A = Paracetamol
 - B = Ibuprofen
 - C = Placebo
 - D = Aspirin
- The Master Treatment Coding Document should be stored in a password-protected manner and not included in any TMF until the end of the study after all unblinding has occurred
 - The processes outlined in CCTU/GD038 Storage and Access to Confidential Materials should be followed.
 - The programmer should have the only access to this document and is responsible for its maintenance and security
 - Any subsequent documentation of the randomisation should then use these anonymised labels instead of the direct names of the treatment, to help preserve blinding during the specification, building and testing phases

7.2.2. Concealment List

During a blinded trial it is not sufficient to label each drug kit with an anonymised label stating a code for the treatment as any emergency unblinding of any single patient will unblind the entire treatment arm and the entire study in the case of a two-armed study.

- Each drug kit should be labelled with a unique label or number that is linked to the anonymised treatment labels in a concealment list along with any other information required, for example batch number
- Ensure that the label provides no information on the treatment contained in the drug kit
- The concealment list can be generated within Tenalea, or generated externally and up-loaded into the system; the choice is made on practical grounds

- At randomisation, and possibly at repeat dosing, each patient will be assigned to a unique label of a drug kit
- If a treatment is prepared locally in pharmacy contemporaneously with dispensing it may be acceptable to have a single kit number assigned to each patient at randomisation. The concealment list can be held by the pharmacy to allow the pharmacists to look-up the treatment for dispensing
- Other contexts may require repeated allocation of distinct kit numbers at each repeat dosing. If blinding is adequately preserved then the choice can be made on practical grounds
- The concealment list should be stored in a password-protected manner and not included in any TMF until the end of the study after all unblinding has occurred. The processes outlined in CCTU/GD038 Storage and Access to Confidential Materials should be followed.

7.2.3. Unblinding Log

In general study personnel should not be unblinded without explicitly needing to do so.

An unblinding log will record:

- Which specific people and roles have been unblinded during the course of a trial along with the date, scope and reason for unblinding
- Which people or roles must never be unblinded without further approval from the Chief Investigator or Trial Steering Committee

7.2.4. Password Protected Documents

To guarantee blinding documents will be generated that must be password-protected.

- The processes outlined in CCTU/GD038 Storage and Access to Confidential Materials should be followed
- Standard software tools can be used to protect individual documents
- Files can be grouped together into a single compressed document, such as a zip file, that is then password protected
- It is the responsibility of the programmer(s) to ensure that the password(s) is kept and retained as appropriate or transferred and changed should the personnel in the role of Programmer change
- A log should be kept of which documents are password-protected and their network location recorded in the TMF if it is not readily apparent which documents exist but are password protected
- Generally, password protected documents should not be kept in a TMF until the end of the study

7.3. Specification Template

The extra components that should be included in the Randomisation Specification documents (CCTU/TPL 035 Tenalea Randomisation Requirements and CCTU/TPL013 Randomisation Specification Template) are:

- Drug Shipping Request, Drug Release, Drug Receipt, are three steps in the Tenalea system used to help ensure that the system assigns subjects to drug kits that are genuinely available and suitable for use (e.g. within expiry

date) at local sites and that local sites do not run out of drug supply. The steps are designed to record and confirm the occurrence of the following:

- A local site requesting drugs from a central supplier
 - The central supplier sending out the drugs to a local site pharmacy
 - Confirmation that the drugs have been received and can be used in the study
- The meanings of each step can be modified on a study-by-study basis if appropriate, but the Tenalea terminology cannot be changed.
 - These three steps should be documented as to how they will proceed in reality.
 - Document any rules that determine what event will trigger a drug shipping request, such as a site opening or a site's drug supply falling below a cut-off, and how much drug will be requested.
 - Specify which documents need to be provided to keep an audit trail of this process.
 - As required on a study-by-study basis further details of drug management may be specified, potentially including but not limited to:
 - Expiry dates
 - Temperature excursions
 - Monitoring of the frequency and quantity of repeat doses
 - Specify the format of the labels or numbers used in the Concealment List. Specify how the labels will be produced and applied to individual drug kits: where, when and by whom
 - Details of any drug re-supply steps following a subject's initial randomisation if relevant

Unblinding an individual participant

- Refer to R&D/SOP008 Un-blinding Subjects in an Emergency Situation
- This details:
 - Who has the authorisation to request and/or perform emergency unblinding
 - What information will need to be provided to perform it
 - What information will subsequently be retained and recorded
- A backup procedure will need to be outlined to describe how emergency unblinding may be performed if the system fails
- Optionally further details may subsequently be provided in additional documents specific to local sites

Unblinding all participants for interim analyses

- Details of procedures to obtain the randomisation list for the interim analyses.
- Details of what steps have to occur to allow the unblinding at the end of the study to perform the final analyses. These will normally include:
 - Completion of Randomisation Closure Form CCTU/FRM045
 - Completion of the Data Base Lock as per CCTU/SOP033 Database Locking

Unblinding Study personnel

- Details of which roles or specific personnel in the study will need to be unblinded throughout the study to implement the randomisation system
- These choices need to be made on a study-by-study basis based on a risk assessment of the potential to bias the study results versus practical considerations. Any specific details of the unblinding log should be given
- Any further details needed to provide enough documentation to allow the replication of the randomisation process in theory, for example the use of a double-dummy system

7.4. Building of the Randomisation System

As per CCTU/SOP036 Open Label Randomisation

7.5. Validation Specification and Testing

- Refer to CCTU/SOP036 Open Label Randomisation; the same steps will be taken to test the system (Functional Testing, User Acceptance Testing) with the same documentation and approval forms
- Both Functional and User Acceptance Testing may require a mock concealment list and randomisation list to be provided
- Such mock lists should be retained to document the testing but new lists will need to be generated for the live study
- The process of generating these lists should be documented, either in terms of the code used to create them externally to the Tenalea system and/or randomisation seeds used within Tenalea
- Generally the documentation should provide details that would allow exact replication of the lists so the documents must be password protected as per section 7.2.4.

7.6. Study Opening

Refer to CCTU/SOP036 Open Label Randomisation

7.7. Change Control

Refer to CCTU/SOP036 Open Label Randomisation

7.8. Study Close

Refer to CCTU/SOP036 Open Label Randomisation

8. Monitoring Compliance with and the Effectiveness of this Document

a. Process for Monitoring Compliance and Effectiveness

As part of routine monitoring visits, audit and inspection

b. Standards/Key Performance Indicators

This process forms part of a quality management system and is reviewed according to CCTU procedures. Standard Operating Procedures are reviewed every two years.

9. References

The Institute of Clinical Research, Abbreviations used in Clinical Trials.
MHRA, Good Clinical Practice "Grey Guide"

10. Associated Documents

CCTU/SOP036 Open Label Randomisation
CCTU/SOP033 Database Locking

11. Equality and Diversity Statement

This document complies with the Cambridge University Hospitals NHS Foundation Trust service equality and diversity statement.

12. Disclaimer

It is the user's responsibility to check against the electronic library that this printed out copy is the most recent issue of this document.

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