ClinTrial Refer

Welcome to ClinTrial Refer

Getting started and how to maximise the effectiveness of your ClinTrial Refer license.

Welcome

Congratulations on joining the ClinTrial Refer community!

You have joined a rapidly growing, global community that is scaling collaboration and revolutionising the way in which current clinical trial information is accessed and shared. The work you do is important but it's also important that people know about the valuable work you do.

In this welcome pack we provide you with key information on getting started with ClinTrial Refer. We also provide you with some tips and ideas to maximise effectiveness of your license.

ClinTrial Refer

Key Contacts

At ClinTrial Refer our team are passionate about improving access to clinical trials.

Roslyn Ristuccia
Executive Manager

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Business Development Manager

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Megan Kaladelfos
Quality Assurance and Training Manager

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Getting Started

Figure 1

Figure 2

STEP ONE

You will need to supply the following:

1. The name of your new app

2. The primary contact details (email and phone) of the staff involved in the development and testing of your new app.

3. Two high resolution quality logos, one rectangular and one square. The square logo will be used as the icon of your derivative app (**figure 2**) and the rectangular logo at the top of the search page of your app (**figure 1**). The square logo will also be used for placement on the ClinTrial Refer website, acknowledging current clients.

4. Provide the wording for the "**About us**" page in your App. This information will also need to contain the following copyright text at the bottom of your information:

"This product (ClinTrial Refer [insert app name]) incorporates software and/ or data which is owned by South Eastern Sydney Local Health District and Sydney Local Health District (in association with the Haematology Clinical Research Network, NSW Health) ©2019"
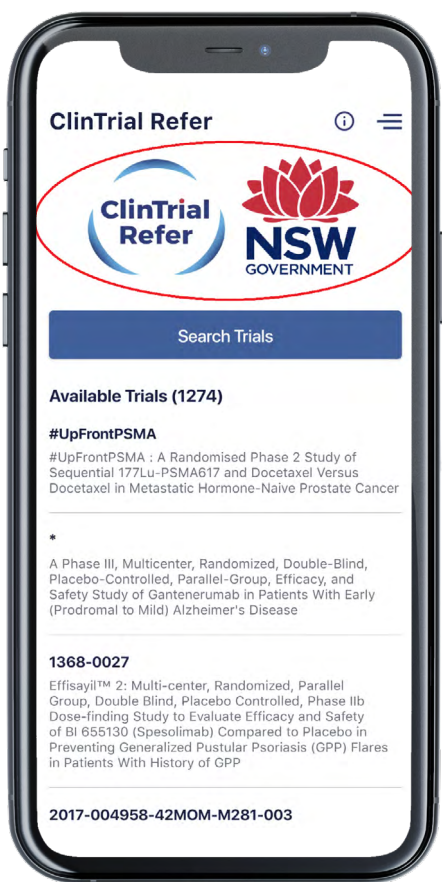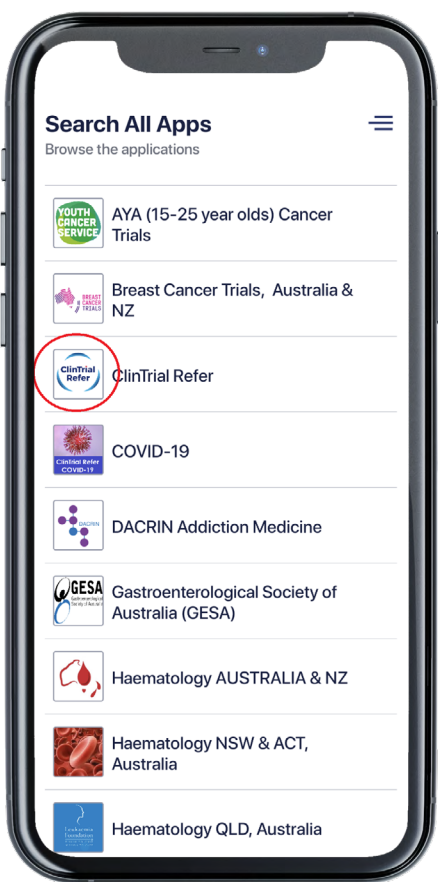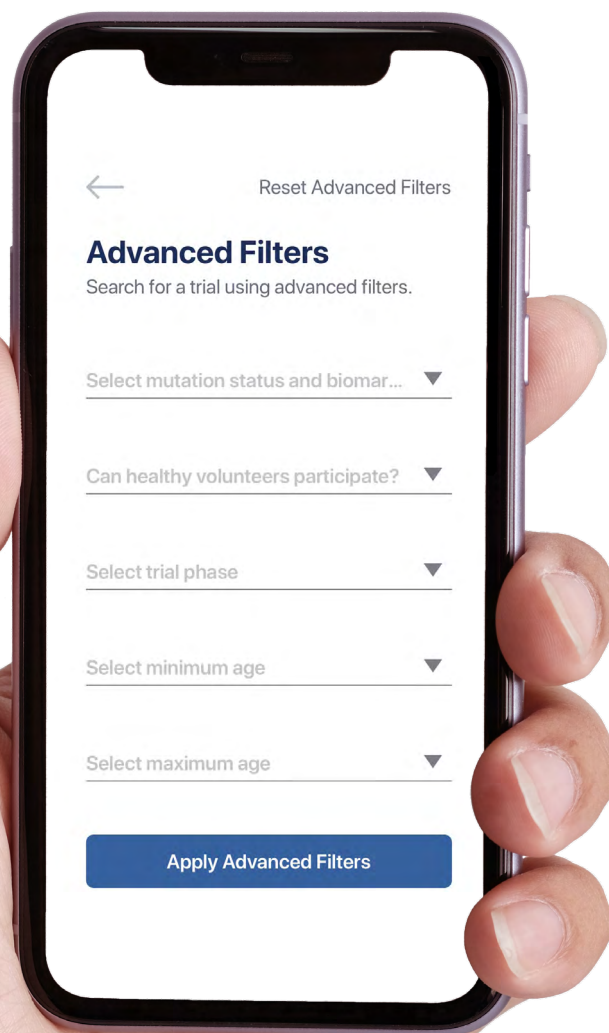
Getting Started

STEP TWO

Determine your Filters: We will work with you to develop these, however, some filters are pre-defined. The information you provide will determine the trials that appear in your app, eg. geographic locations, medical conditions, age criteria etc. We will set these as your filters.

Determine your location(s): Populate the excel file provided to you with a list of trial sites and their contact details. ClinTrial Refer Admin will set this up for you and upload into the database. For each location you will need to supply the following:

- Location name and address
- Location contact name, email, telephone, (and website if applicable).
- Secondary contact name, email, phone (optional)

Locations are defined as any single centre, single site, or single unit running clinical trials within a Licensees network/organisation. Locations can include individual hospital trial units or independent trial centres under the umbrella of a licensee. This is defined within the filters set up for each derivative app, and is meant to be flexible to cater for different requirements. The nominated contact at each site will be responsible for responding to enquiries about all trials within that location.

Determine your trials: Collect the details of the trials to be entered in the app, so that when your test app is available, you can quickly populate it.

Note: ClinTrial Refer has system integration with ANZCTR and Clinicaltrials.gov to make downloading of trial information fast, accurate and easy. Having the Clinicaltrials.gov NCT identifier or ANZCTR Identifier for a trial will allow you to import studies very quickly. Trials that are not listed in a public register can be manually entered but you will need to ensure you have relevant sponsor, ethics and regulatory approvals to upload the trials into the platform.

Getting Started

STEP THREE
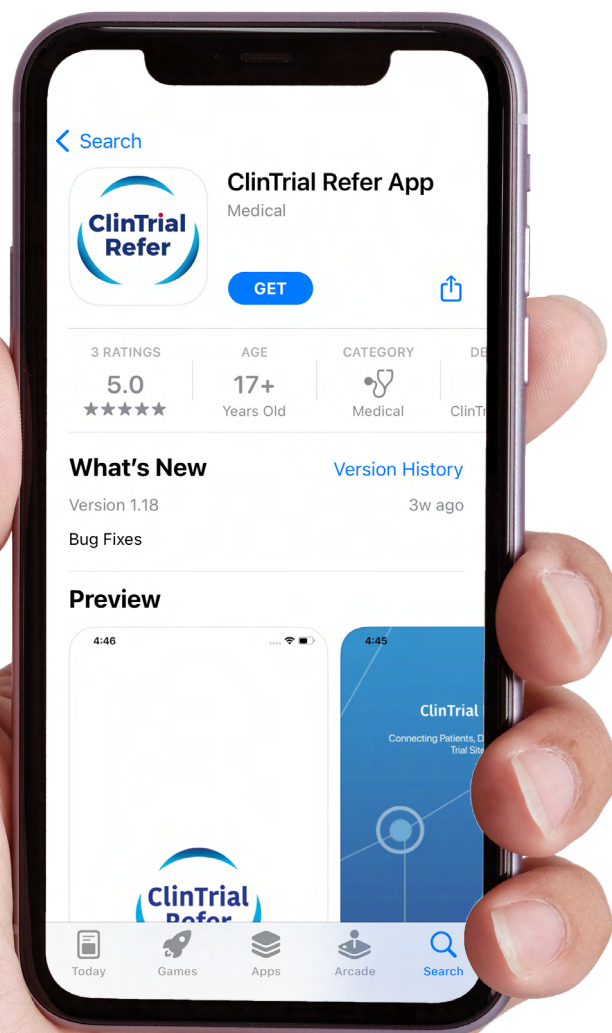
When we have all the required information from you we will build your app, show you how to use the database and provide you with access.

You will need to download the ClinTrial Refer App and create a free account. This will be used to provide you with access to our secure database.

Once all the clinical trial data has been entered you will need to review the app and then provide approval for the App to be published.

All listed trials will form part of the overall ClinTrial Refer database and will also be searchable on the ClinTrial Refer Website.

www.clintrialrefer.org.au

Getting Started

STEP FOUR

Database Access and Training

ClinTrial Refer has online video training on how to enter trial data so you can independently manage trials within your app and all its locations.

Access training here: https://clintrialreferclient.org/training-videos/
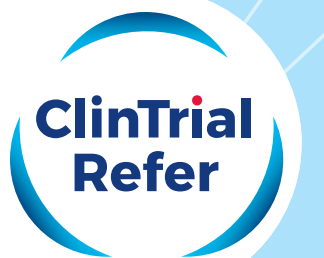
Password: ClinTrial

If you have any questions reach out to our Quality Assurance and Training Manager, Megan Kaladelfos.
E: megan@clintrialreferapp.com

There are two levels of training that can be provided:

- **App Manager training** – An App manager is someone appointed within a licensees network/organisation that can enter new trials, change status of trials, and status of <u>all</u> locations within their app.

- **Location Manager training** – A location Manager is someone appointed within a licensees network that has permission to manage trial information at their location only.
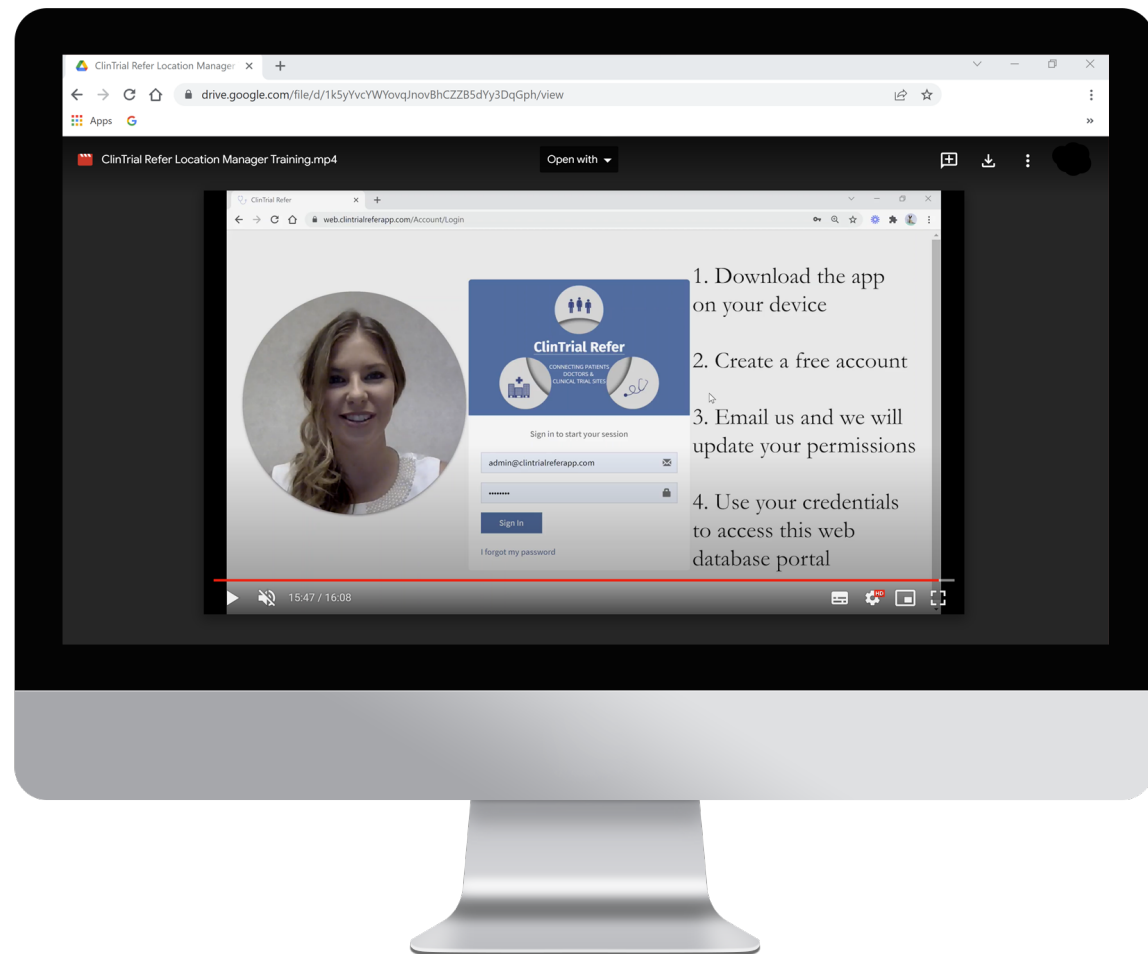
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Getting Started

If you have purchased the option to list individual trials that form part of the overall ClinTrial Refer database that are searchable within the ClinTrial Refer App via **"Search all trials"**, you will not have direct access to independent data entry. ClinTrial Refer Administration team will enter trials for you.
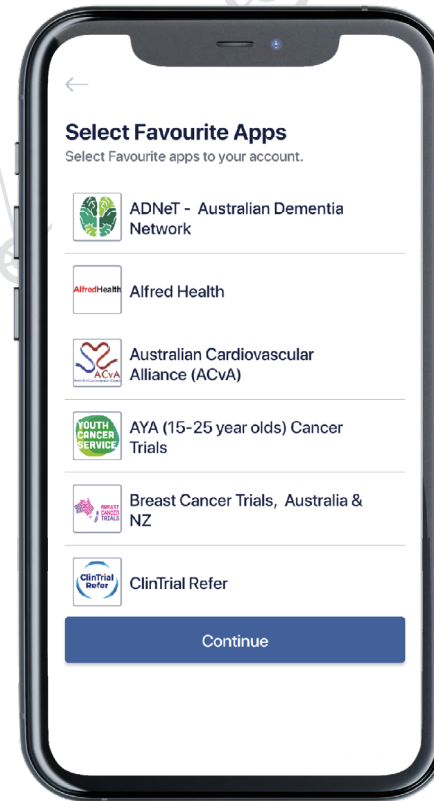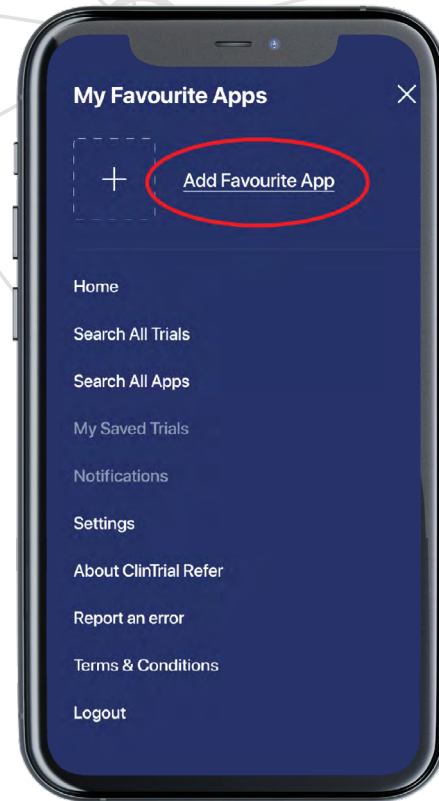
You will need to do the following:

· Provide the details for your trial (Trial Name and Clinicaltrials.gov or ANZCTR public register identifier)

· Provide the contacts for your location(s) (name and email address).
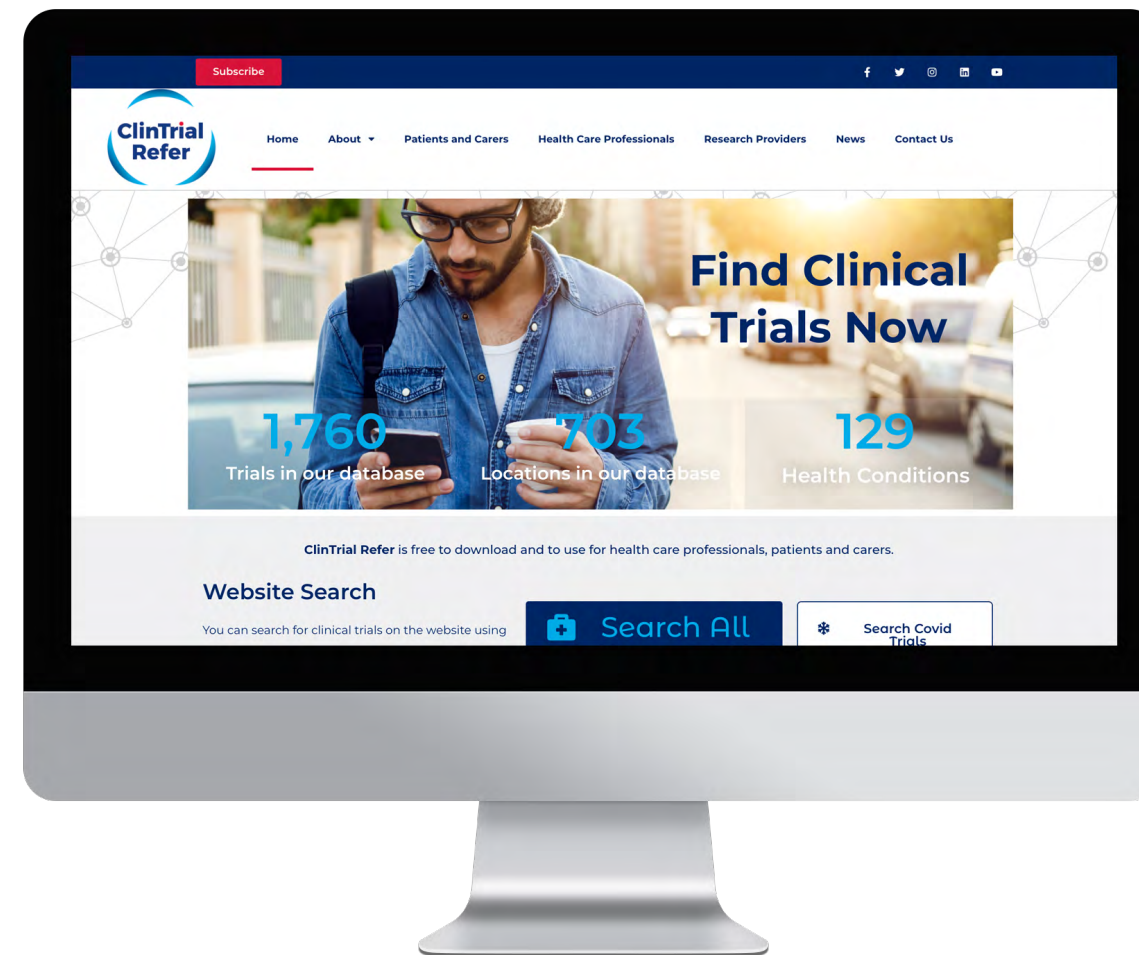
Set your App as a 'Favourite'

Setting a 'Favourite' App for the first time

Go to "My Favourite Apps" at the top of the main settings menu and click "Add Favourite App".
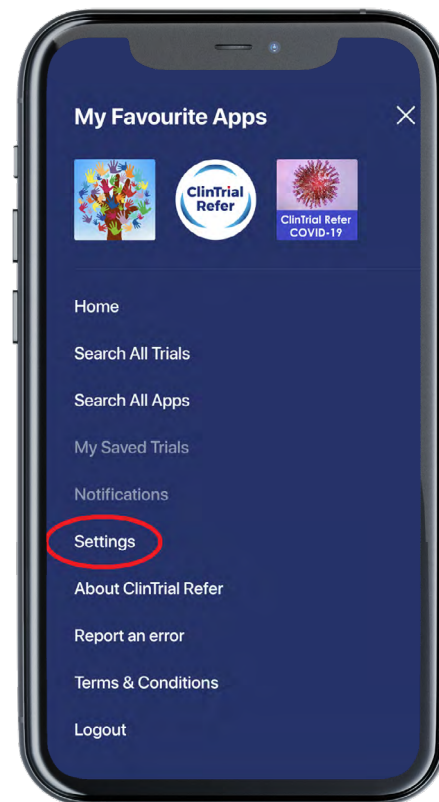
Select as many Favourite Apps as you like
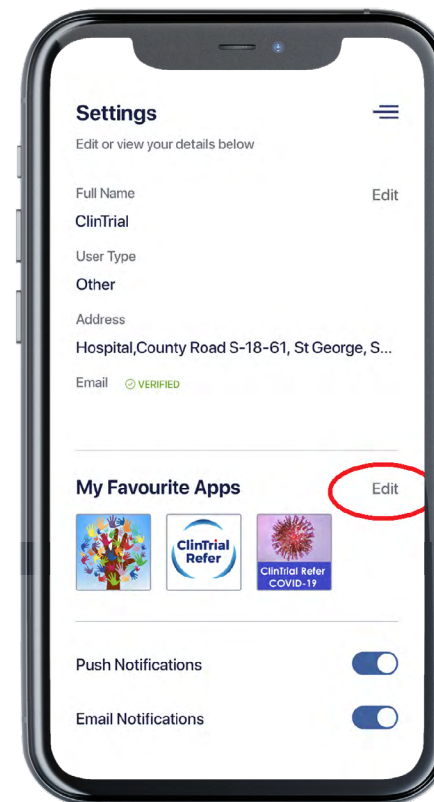
Click "Continue"

If you want to add more 'Favourite' Apps

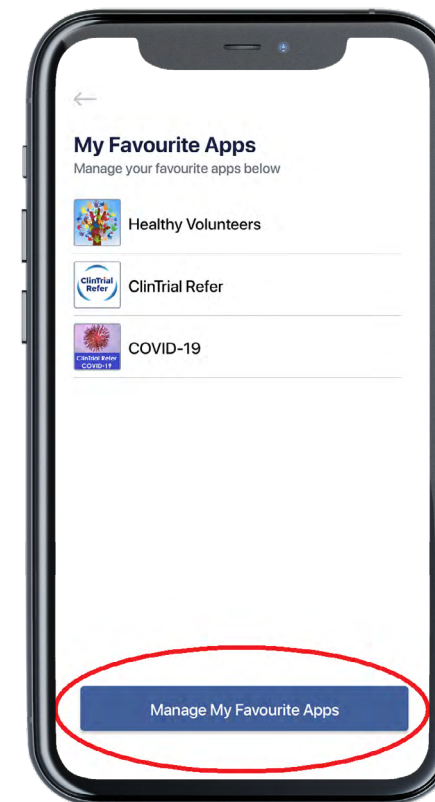Click on "Settings" in the main menu

1. Go to "My Favourite Apps" and click "edit"

2. Click on "Manage My Favourite Apps"

4. Select as many Favourite Apps as you like.
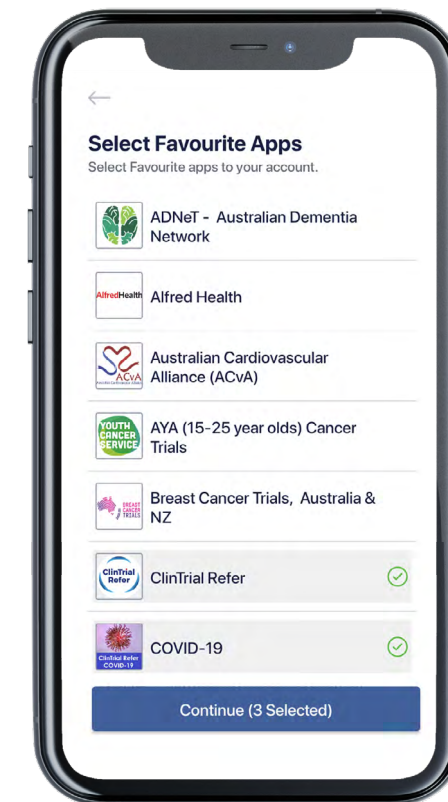
1.   2.   3.   4.

Set your App as a 'Home Page'

To make an App your Home Page App, you must first add it in your Favourite App list. Once it's in your Favourite App list, follow these steps to make it your Home Page App:

1. Go to my "My Favourite Apps" in setting menu.

2. Click "edit" this will take you to "My Favourite Apps" settings

3. Tap on the App icon you wish to set as your Home Page App. (Do not click on "Manage My Favourite Apps").

4. Select option to "Set as Homepage App".

Note: To remove an App as a Home Page App you will need to delete it from your favourites menu.

1.

2.

3.

4.
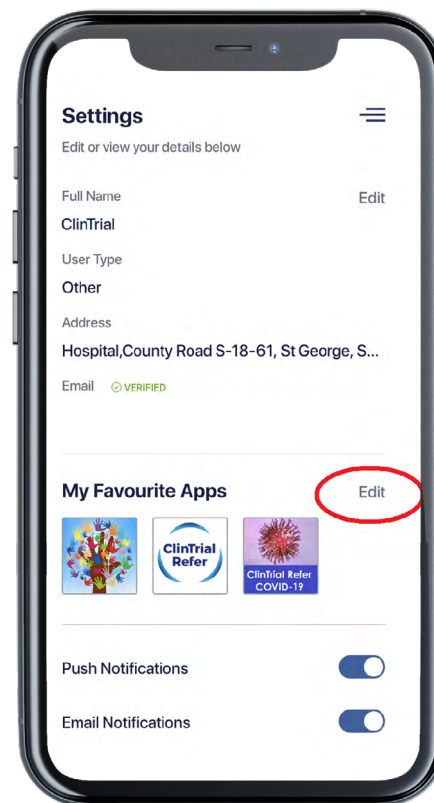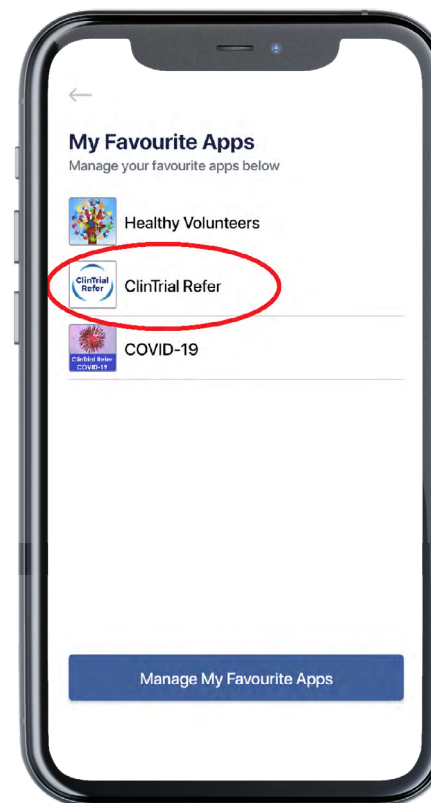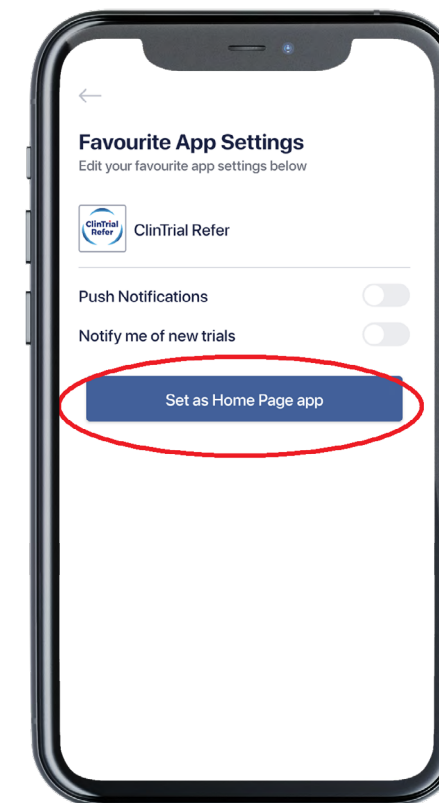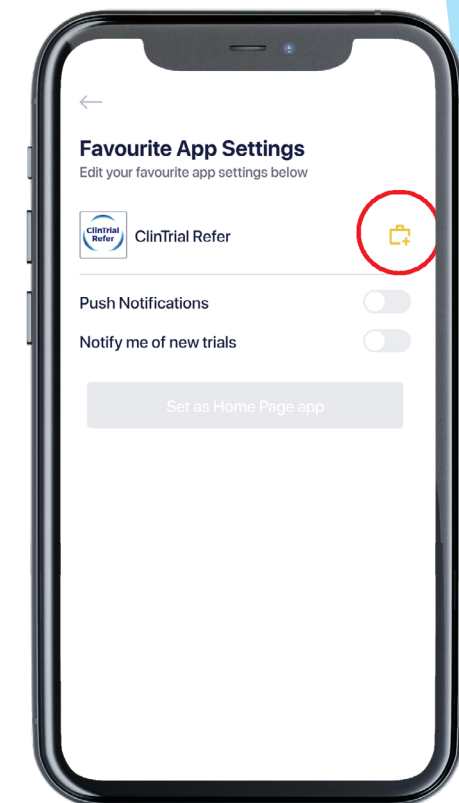
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Client Resources and Support

We have a ClinTrial Refer App Managers Resources and Support website which can be accessed from the client administration database.

Click on the **"Resources and Support"** tab in the menu of the content management system. You will be able to access items such as:

- User Guides
- IT updates
- FAQs
- Marketing resources
- Calendar of Events

Your Updates Matter
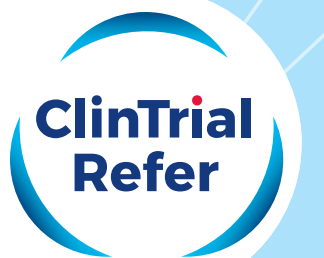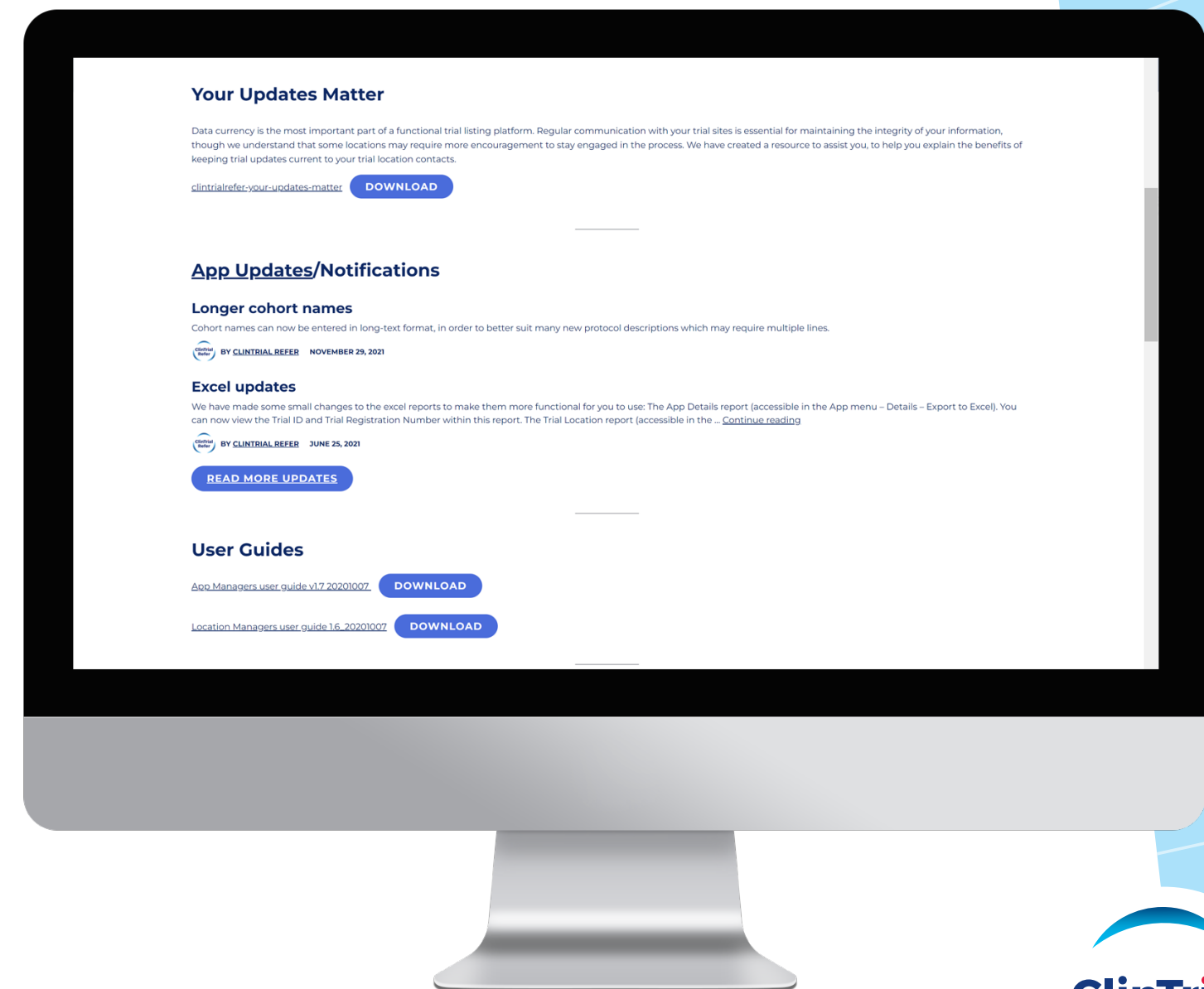
Data currency is the most important part of a functional trial listing platform. Regular communication with your trial sites is essential for maintaining the integrity of your information, though we understand that some locations may require more encouragement to stay engaged in the process. We have created a resource to assist you, to help you explain the benefits of keeping trial updates current to your trial location contacts.

clintrialrefer-your-updates-matter **DOWNLOAD**

App Updates/Notifications

Longer cohort names

Cohort names can now be entered in long-text format, in order to better suit many new protocol descriptions which may require multiple lines.

BY CLINTRIAL REFER   NOVEMBER 29, 2021

Excel updates

We have made some small changes to the excel reports to make them more functional for you to use: The App Details report (accessible in the App menu – Details – Export to Excel). You can now view the Trial ID and Trial Registration Number within this report. The Trial Location report (accessible in the ... Continue reading

BY CLINTRIAL REFER   JUNE 25, 2021

READ MORE UPDATES

User Guides

App Managers user guide v1.7 20201007   **DOWNLOAD**

Location Managers user guide 1.6_20201007   **DOWNLOAD**

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Marketing Support

Every clients needs are different. Once your app is published our team will be in touch to review communication options that may be available to support promotion of your app. We will work with you to identify support pathways and provide you with access to some in-house opportunities.

Some of the resources available in-house include

- Video interviews – User Stories
- Poster Templates (co-branded)
- Digital Flyers (co-branded)
- ClinTrial Refer Newsletter
- Website wording for your website or partner/supporter sites
- ClinTrial Refer Social Media
- Patient Advocacy Groups/Support Group Outreach resources
- Support with conferences, meetings and other events

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Ongoing Support

APP MANAGER MEETINGS

As a valued member of our community we want to keep in touch and ensure that you are getting the most out of your app license. We run quarterly App manager meetings to stay connected.

Our meeting goals are centred around three principles:

- **Learn** about what other members in the ClinTrial Refer community are doing to maximise use of their app and to learn about new ClinTrial Refer projects and plans.

- **Connect** with other members of the ClinTrial Refer community. Make new friends and build your network. ClinTrial Refer is all about scaling collaboration.

- **Communicate** your ideas regarding ClinTrial Refer platform enhancements and contribute suggestions for current or future improvements.

Check the Client support website calendar for meeting dates.

Feel free to contact us in between scheduled meetings if you have any questions.

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