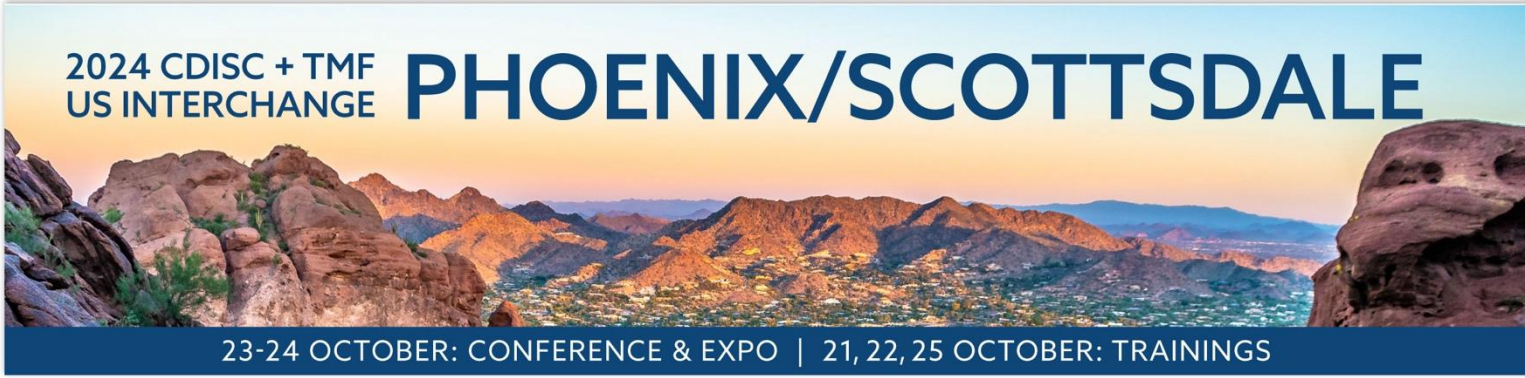


Press Start: Initiating Your TMF Set-Up Adventure

Presented by: Marcin Hernik, Associate Director, Study Resourcing & Consulting, Cencora Pharmalex
Erin Markle, TMF Programme Lead, Study Resourcing & Consulting, Cencora Pharmalex

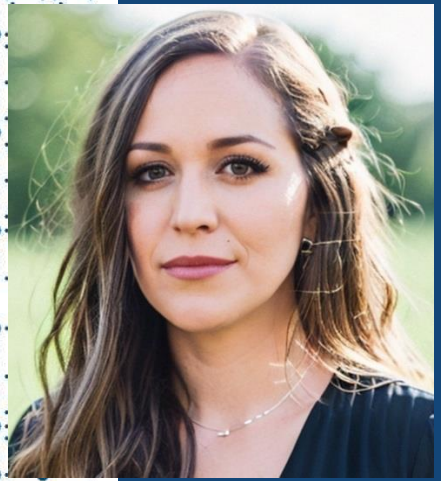
Meet the Speakers

Marcin Hernik

Title: Associate Director, Study Resourcing & Consulting

Organization: Cencora PharmaLex

Some Polish guy. Smiles rarely. A millennial. Started when it was no longer primarily paper.



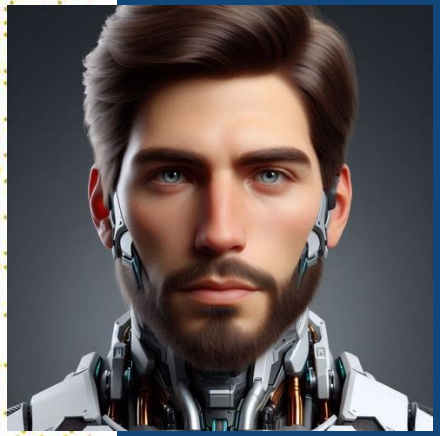
Erin Markle

Title: TMF Programme Lead, Study Resourcing & Consulting

Organization: Cencora PharmaLex

Some American girl. Smiles often. Also, a millennial. Started when it was no longer primarily paper.

Meet the Players

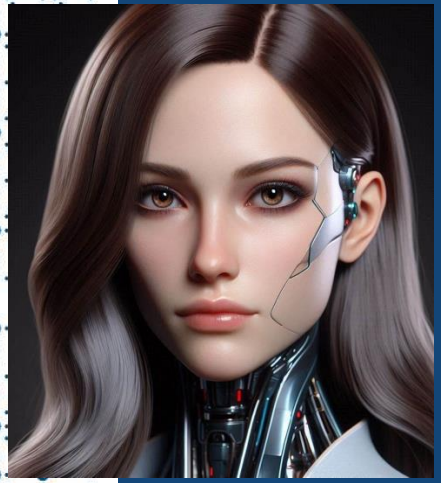


Marcin Hernik

Model: AD-SRC-6

Organization: Cencora PharmaLex

Basic sponsor oversight combat model. Optimum TMF self-sufficiency.



Erin Markle

Model: TMFPL-SRC-9

Organization: Cencora PharmaLex

Superhuman TMF intelligence and strength model. Possesses two trillion combinations of cerebral activity. Trained for an off-world TMF set-up squad.

Disclaimer and Disclosures

- *The views and opinions expressed in this presentation are those of the author(s) and do not necessarily reflect the official policy or position of CDISC.*
- *This presentation has been prepared by PharmaLex and is not meant to serve as legal advice and may contain certain marketing statements. PharmaLex and its parent, Cencora, Inc. strongly encourage the audience to review all available information and to rely on their own experience and expertise in making decisions with regard to the information discussed today. The contents of this presentation are owned by PharmaLex, and reproduction of the slides used in the presentation is not permitted without consent of PharmaLex.*
- *Content provided by third party speakers does not represent the opinions or ideas of PharmaLex or its parent Cencora and neither PharmaLex nor Cencora shall be responsible for the statements made by such speakers.*

Agenda

1. The Guide
2. The Five Quests
3. Set-up Trigger
4. Pro Tip #1
5. Choose the Difficulty Level
6. Select the Game World
7. Pro Tip #2
8. Plan your Game
9. It’s a Multiplayer
10. Pro Tip #3
11. Tutorial
12. The Five Quests Completed – Ready for TMF Campaign

The Guide

"Trial master files should be established **at the beginning of the trial**, both at the investigator/institution's site and at the sponsor's office."

ICH E6 R2: Guideline for Good Clinical Practice
Section 8.1

Another Guide

"Start of a clinical trial means **the first act of recruitment of a potential subject** for a specific clinical trial, unless defined differently in the protocol."

Regulation (EU) No 536/2014
Article 2 (25)

Five Quests to Complete When Setting-up the TMF

Setup Trigger

What triggers the TMF setup in your organization?

Is there a Milestone reached or a form submitted by a specific person?

Difficulty Level

Have you done your research?

What is the Protocol design?

What are the study locations and timelines?

Game World

What will be your TMF format and location(s)?

Will there be any documents filed outside of the primary TMF system?

You don't want to forget about those!

The Plan

What are the roles and responsibilities?

Everyone has a part to play.

What are the study-specific document expectations and who will file?

Multiplayer Tutorial

Get the team together and schedule the TMF Kick-off Meeting.

Set your expectations on how the TMF will be managed throughout the trial.

Do not skip the tutorial stage!

Make sure all TMF contributors are trained on both the TMF System and Process.

Set-up Trigger:

Let the games begin!

Make sure it's consistent

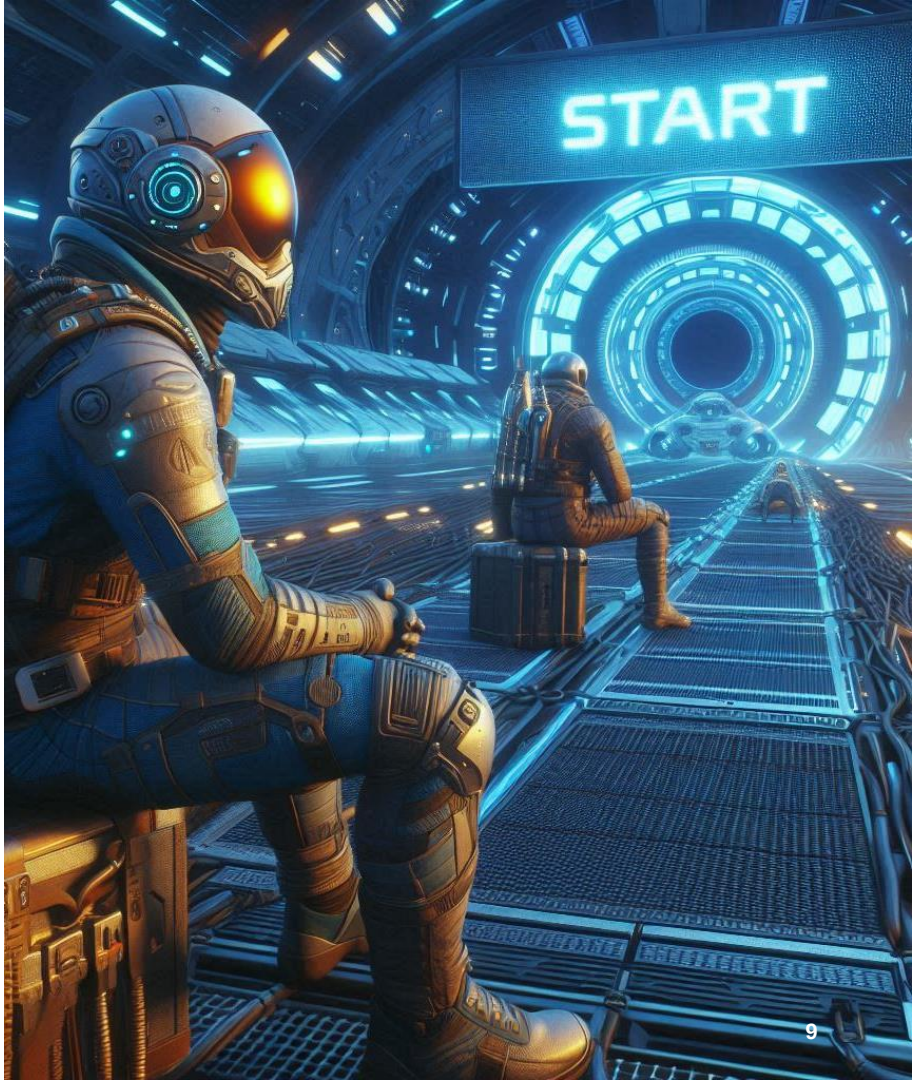
- This should meet regulatory expectations and be documented, but also something every study can follow.

You are the SME

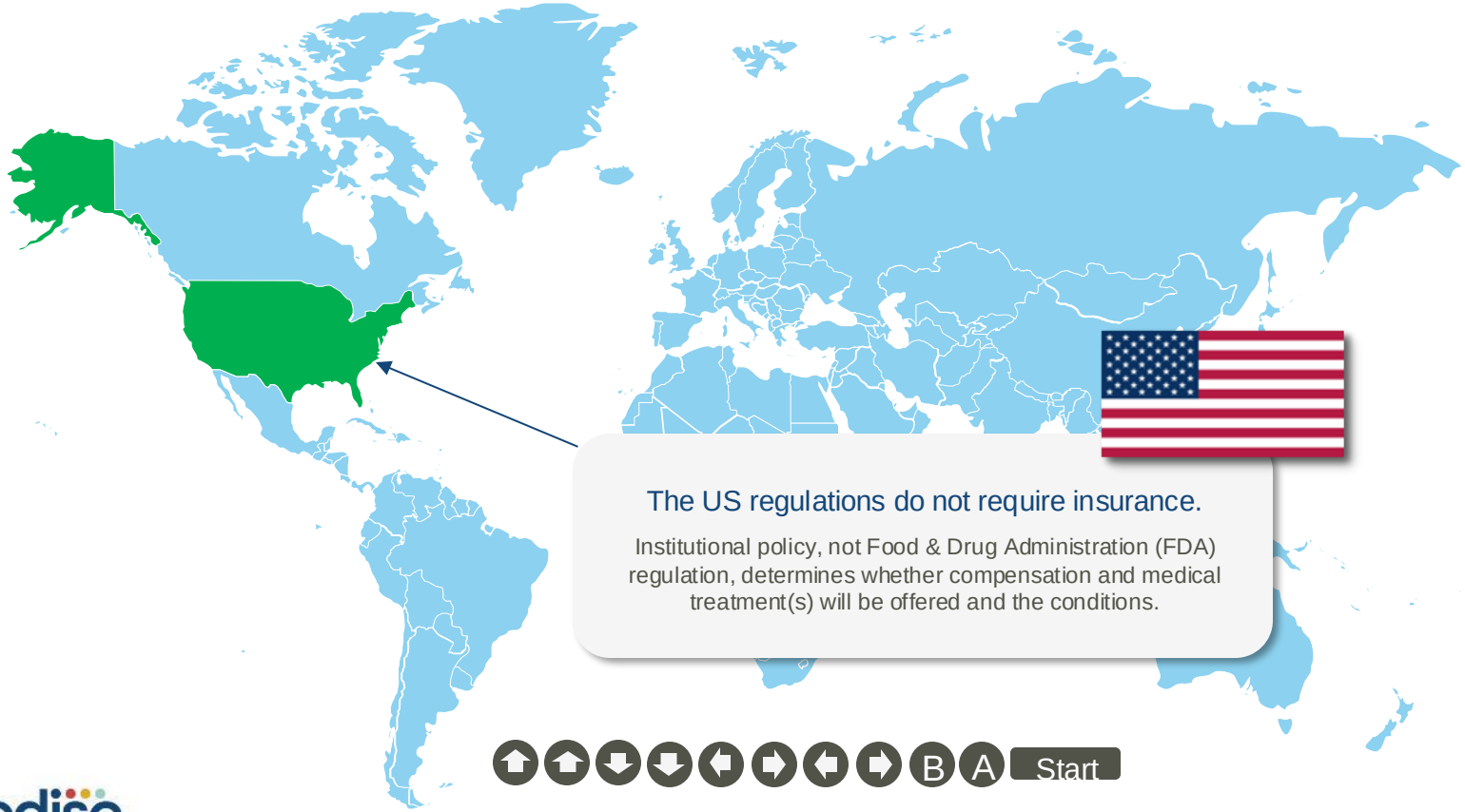
- Whether you start preparing for TMF set-up or when the TMF deliverables are initiated, know what you need to do.

Make sure everyone's informed

- All TMF contributors must be aware of the timelines and their responsibilities – make it a standing agenda item.



Pro Tip #1



The US regulations do not require insurance.

Institutional policy, not Food & Drug Administration (FDA) regulation, determines whether compensation and medical treatment(s) will be offered and the conditions.

Choose the Difficulty Level

Do your research!

Protocol Design Intricacies

- Refer to draft Protocol or Protocol Synopsis to understand the study design: phase, type, treatment, blinding, demographics, committee involvement, etc.

Country Quirks

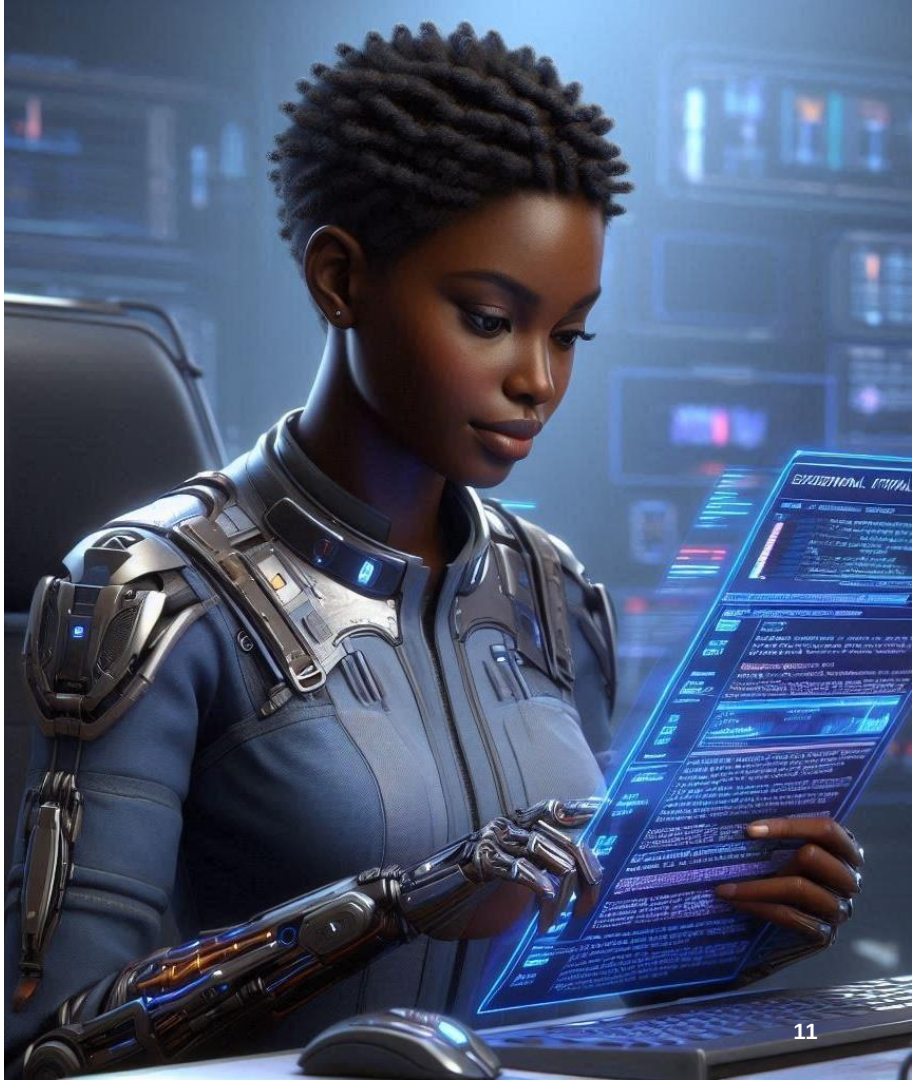
- Know what study locations are planned. This will drive both country and site set-up and document requirements.

Vendor Riddles

- Vendor documents are a puzzle – figuring out which ones go in the TMF may be a real brain teaser.
- Not only that, but you also need to know who you are going to work with.

Ever-changing Milestones

- Be aware of the planned trial, country, and site milestone dates. This will drive the completion of your TMF deliverables.

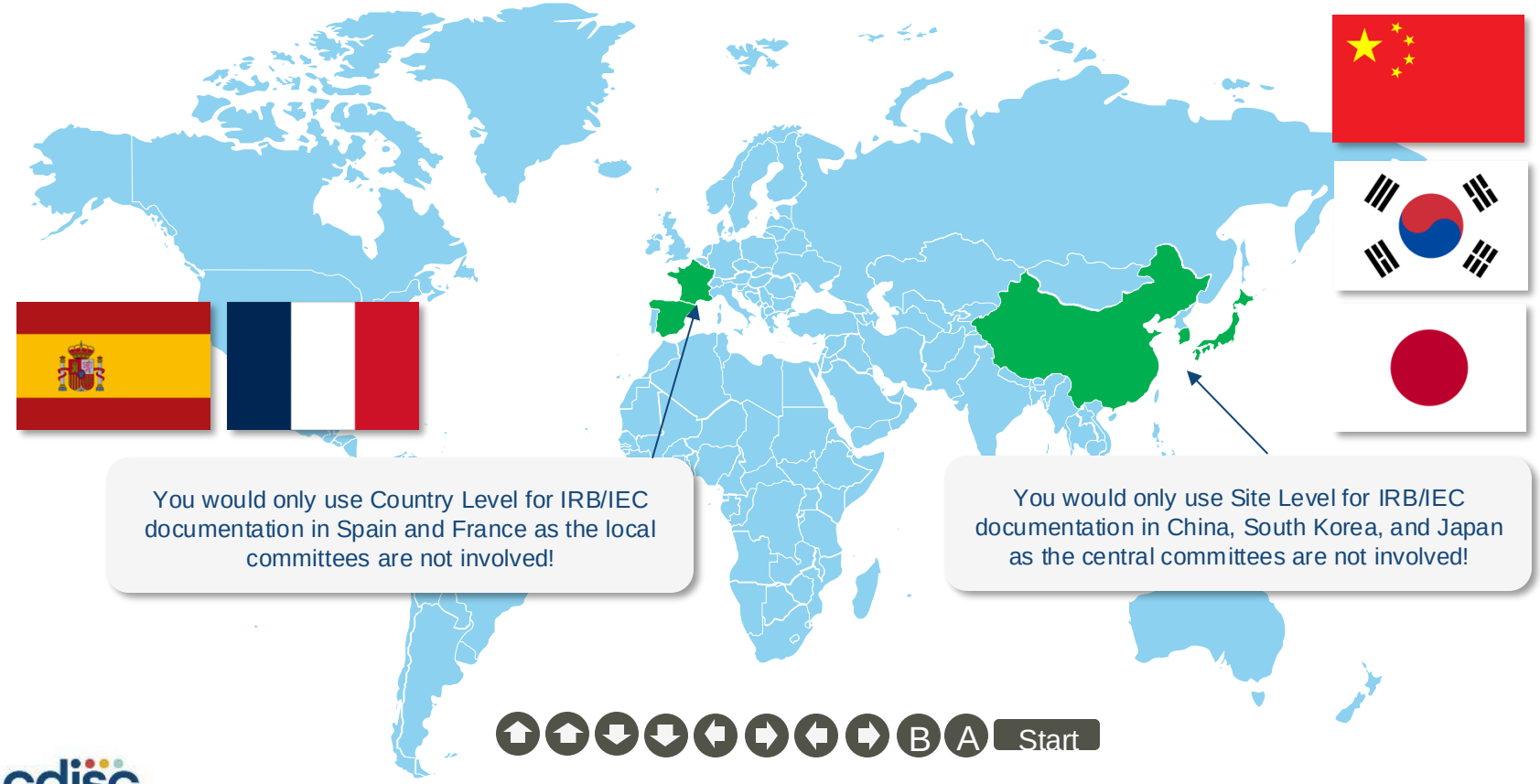


Select the Game World

TMF Format and Location(s)

- Determine the authoritative TMF repository(ies).
  - Will there be a paper element?
  - Are wet-ink signature documents to be retained?
  - Is there an unblinded component?
  - Are there any TMF documents not filed to the primary TMF system?
  - Will the Sponsor and CRO use the same system?

Pro Tip #2



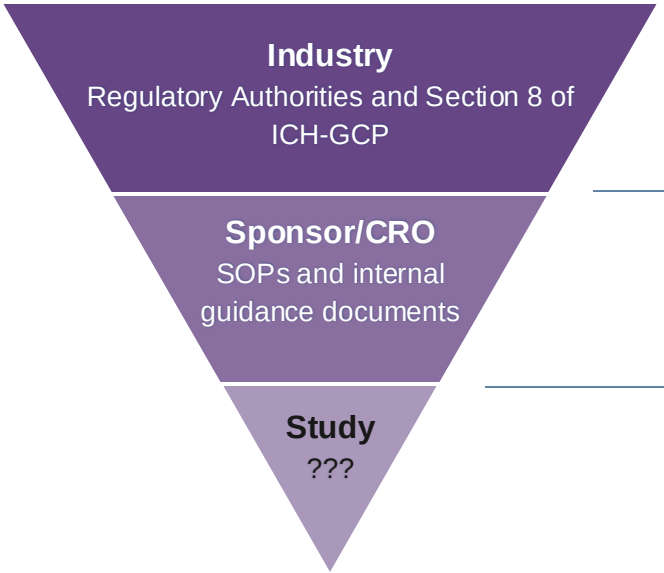
You would only use Country Level for IRB/IEC documentation in Spain and France as the local committees are not involved!

You would only use Site Level for IRB/IEC documentation in China, South Korea, and Japan as the central committees are not involved!

B A Start

Plan your Game

TMF Plan



At an industry level, where a regulatory authority requires ICH-GCP to be followed, a TMF must be maintained. The minimum list of essential documents can be located in Section 8 of ICH E6.

Each Sponsor or CRO responsible for maintaining a TMF should also have their own relevant SOPs and guidance documents in place. However, the level of detail contained within these will vary considering factors such as the size of company, TMF repository and different operating models.

At the Study Level, will all aspects of the TMF Management (from set-up to archive) be covered by existing documentation?

Plan your Game

TMF Plan

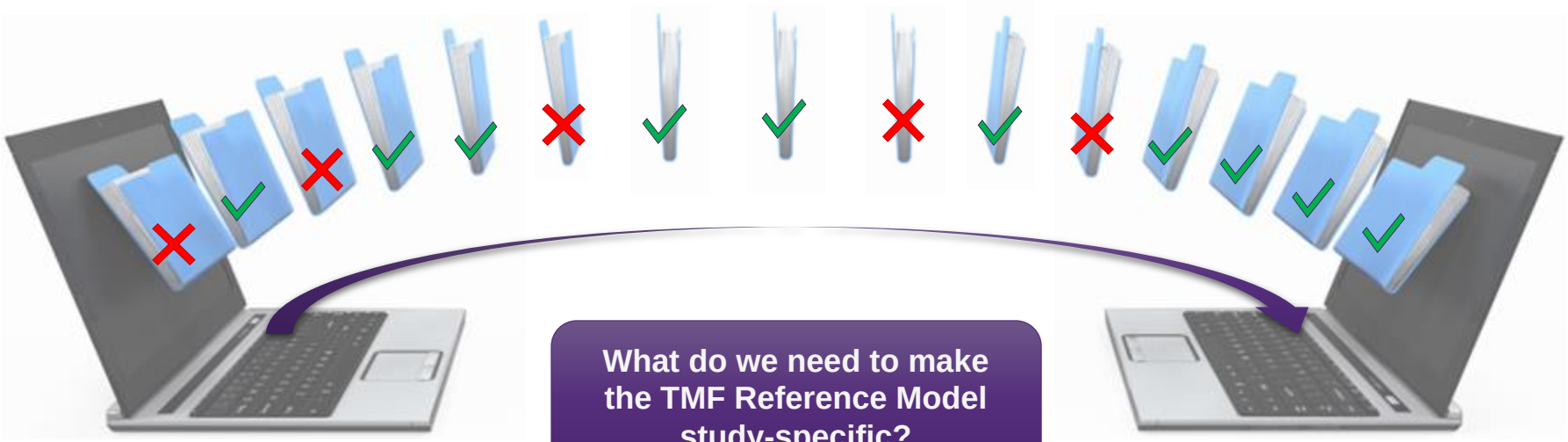
TMF SOPs	TMF Accountability and Responsibility	TMF Access and Training
TMF Quality Reviews / Schedule	TMF Reporting Metrics	TMF Format and Location
TMF Content Transfer	TMF Structure	Original Paper Documents
Unblinded Documents	TMF Lock	TMF Archival
	…and many others	

Plan your Game

TMF Structure

Refine the list of artifacts to only those that are applicable for the study.

For instance, the current version of TMF Reference Model contains 250 artifacts. However, depending on the study design and site demographic, this may be reduced down to 200 or fewer when considering study-specific requirements.



TMF Reference Model

CP-123 TMF

Plan your Game

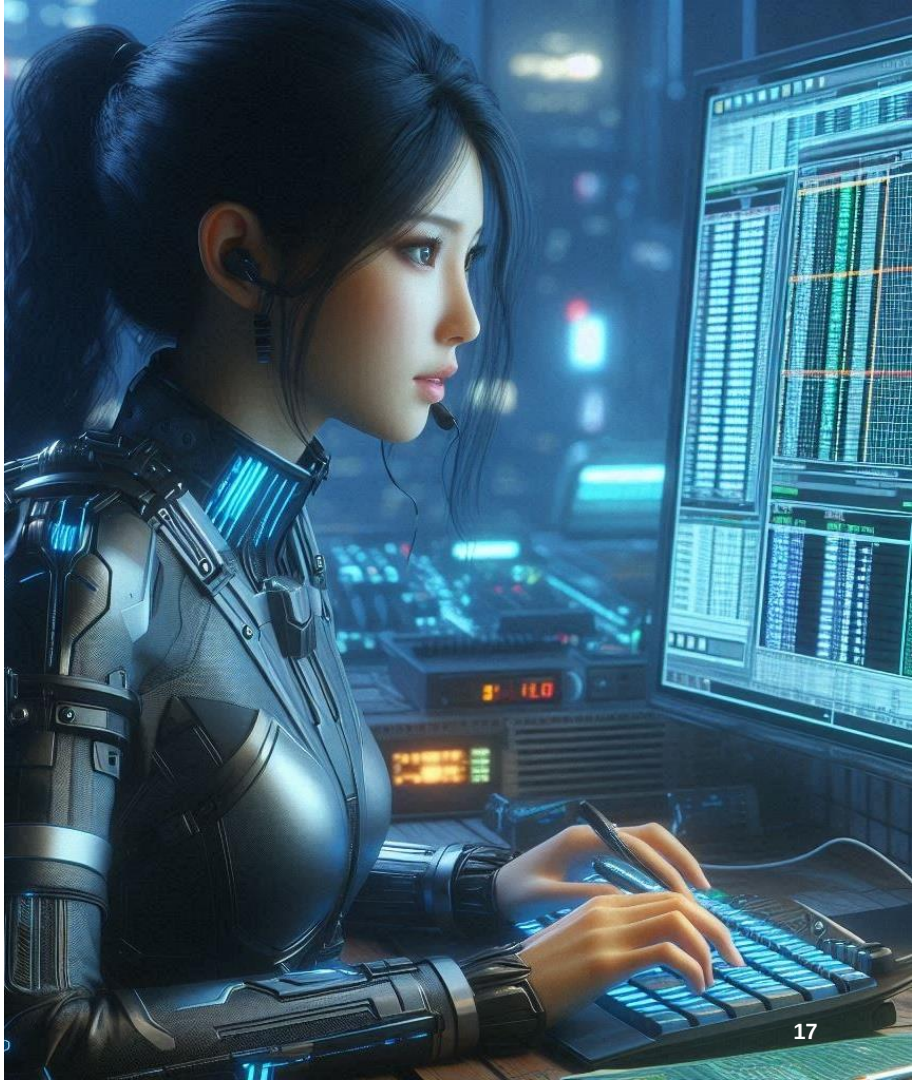
TMF Structure

Information! Where can this be obtained?

- Clinical Trial Protocol
- Sponsor Registry and/or CTMS
- Sponsor and/or CRO SOPs
- Sponsor/CRO Study Manager/Project Manager
- Functional Group Leads
- Regional/Country Coordinators
- Country-specific Resources (e.g., Regulatory Authority websites)
- Online Databases (e.g., clinicaltrials.gov; clinicaltrialsregister.eu)
- CRAs/Study Coordinators/Principal Investigators

Got your TMF Structure ready?

- Make sure it's reflected in your TMF system (EDLs and/or Placeholders)



It’s a Multiplayer

TMF Kick-off Meeting

The Floor is Yours!

- This is where it all begins. But it’s not just a start, it’s a launchpad for success.

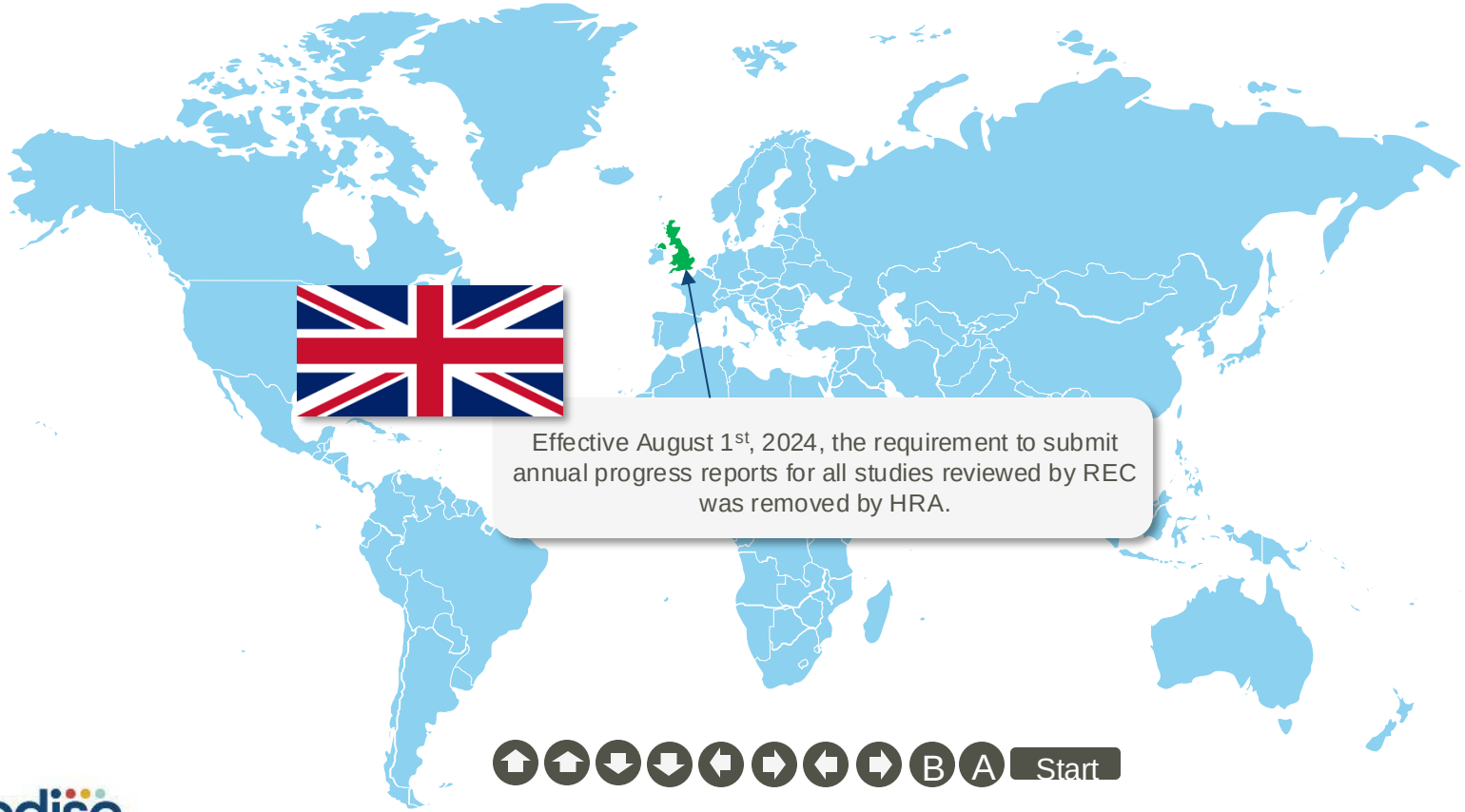
TMF in Focus

- Make the TMF visible to all functions and highlight its importance.

Everyone has a part to play

- Make sure all TMF contributors are aware of their responsibilities.
- Set your expectations – clarity drives accountability!

Pro Tip #3


Effective August 1st, 2024, the requirement to submit annual progress reports for all studies reviewed by REC was removed by HRA.
B
A
Start

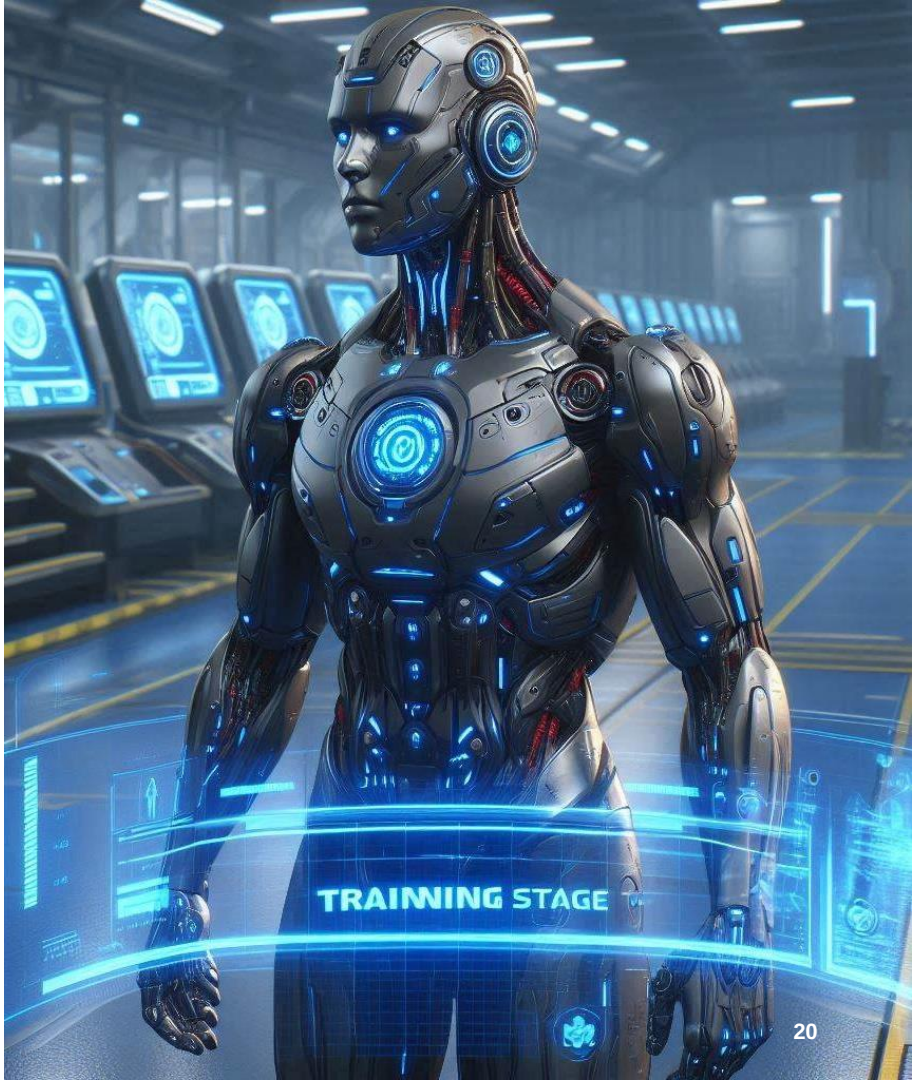
Tutorial

Master the System and the Process

- Training on both aspects ensures everyone can navigate the TMF platform following the right steps.

Access Granted!

- For all relevant TMF contributors (including vendors).
- Limit access to authorized individuals and consider the arrangements for unblinded content.
- Set the schedule of periodic user access reviews to make sure documents are only accessible according to assigned roles and permissions.



Ready for TMF Campaign

Setup Trigger

TMF trigger defined and included in the standard process for all studies to follow.

Difficulty Level

Research completed: Protocol and study design reviewed.

All study countries and milestones known.

Contracted vendors confirmed.

Game World

TMF Format and Locations confirmed.

Documents filed outside of the primary TMF System defined.

The Plan

Roles and responsibilities defined and accepted by TMF contributors.

Document expectations set and aligned with the milestones.

Multiplayer Tutorial

TMF Kick-off Meeting completed.

Expectations on how the TMF will be managed throughout the trial discussed and agreed on with all stakeholders.

All TMF contributors trained and ready to file their first documents!

Thank you!

Marcin Hernik
Associate Director
Cencora PharmaLex
TMF Services
mhernik@phlexglobal.com

Erin Markle
TMF Programme Lead
Cencora PharmaLex
TMF Services
emarkle@phlexglobal.com