**Site Feasibility Checklist**

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| --- | --- |
| **Project title:** |  |
| **Department:** |  |
| **Principal Investigator:** |  |
| **Documents reviewed:** | **Eg.Protocol, IB, Budget** |
| **Completed by:** |  |
| **RECOMMENDATION:** | **Feasible** – move on with further consideration/negotiations/approval applications  **Not Feasible** – decline study |
| **Sponsors target recruitment #:** |  |
| **Investigator estimated recruitment #:** |  |

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| --- | --- | --- |
| **Scientific/Regulatory** |  | **Comments** |
| Is the study of clinical and scientific relevance?  (Do you think this study is scientifically meritorious?) | Yes  No |  |
| Do you think the patient population being studied will benefit from the study? | Yes  No |  |
| Do you anticipate any ethical review related issues with this protocol? If so, is there enough time for recruitment after the ethical review approval process? | Yes  No |  |
| Do you anticipate any governance approval related issues with this protocol? If so, is there enough time for recruitment after the hospital approval process? | Yes  No |  |
| What type of study it? | I  II  III  IV  Other |  |
| If Phase I, has this been discussed with the Phase I unit and CTSU? | Yes  No \*Please discuss |  |
| Is a CTN/CTA required for this study? | Yes  No |  |
| **Study Participants** |  | **Comments** |
| Do you have the available participant pool that will meet the eligibility criteria? | Yes  No |  |
| Will you be able to enrol the target number within the enrolment period? | Yes  No |  |
| Are the eligibility criteria realistic?  (for clinical trials - consider screen failures. If you anticipate a very high screen failure rate, do you think you can meet the recruitment target?) | Yes  No |  |
| Do you think you need help from others (i.e. physician colleagues) to participate in screening of patients to meet the recruitment target? | Yes  No |  |
| Are there competing studies that target the same patient population? | Yes  No |  |
| Does this protocol involve recruiting vulnerable or those from a CALD background? | Yes  Yes |  |
| Do you foresee any challenges recruiting CALD Participants? | Yes  Yes |  |
| Will translated PICF or other study related documentation be required? | No  Yes |  |
| Are there any additional considerations for recruitment? | Yes  No |  |
| Will the recruitment be done in emergency department or the ICU? | Yes  No |  |
| **Procedures** |  | **Comments** |
| Do you have experience conducting a similar research study in the past? | Yes  No |  |
| Are frequent observations/procedures required?  If yes, will this pose staffing, timing, protocol compliance issues? | Yes  No |  |
| Are observations/procedures required outside of standard working hours i.e. overnight, weekends?  If yes, will this pose staffing, timing, compliance issues? | Yes  No |  |
| Are there multiple follow-up visits required? What is the study duration?  For very long-term studies, consider subject dropout rates and staff attrition. | Yes  No |  |
| Are procedures/clinical assessments difficult?  Can you foresee any process risks? | Yes  No |  |
| Are there special requirements for storage of biological samples?  Can the sampling and storage needs be met? | Yes  No |  |
| Are there special shipping and handling instructions such as dry ice or special containers? Will these be provided by a collaborator/sponsor? | Yes  No |  |
| Are there special requirements for drug / device accountability? | Yes  No |  |
| Does the drug need to be reconstituted – do you have access to a facility to do this? | Yes  No |  |
| Are participant diaries being used?  If so, does the study team need to transcribe them? | Yes  No |  |
| Do you need special equipment?  If so, how will you make these available? | Yes  No |  |
| Do you have enough research staff with the time and skills to conduct this study?  Do you think you would need additional staff? | Yes  No |  |
| **Documentation and Reporting** |  | **Comments** |
| Is the data collected more than standard of care data? | Yes  No |  |
| Is the data collection schedule complicated/burdensome? | Yes  No |  |
| Do you have permission to collect the data (from all internal and external sources as required) | Yes  No |  |
| Is there adequate storage space for paper and electronic files for the entire active and archiving phases of the study? | Yes  No |  |
| For clinical trials –  Will electronic CRFs be used? If so, do you have the resources (personnel, hardware etc.)? | Yes  No |  |
| Are the Safety event reporting and documentation requirements complicated? | Yes  No |  |
| **Other considerations** | **Comments** | |
| What are the site training requirements? |  | |
| How does the monitoring schedule look? (Frequent monitoring helps keep the study in order, but may require a lot of staff time) |  | |
| Will the collaborator/sponsor pay for patients who are screened but determined not to be eligible? If they will not pay, how will the screen failure cost be recovered? |  | |
| Will the payment schedule and reimbursements meet your operational costs? |  | |