

# Investigation Site File template

Clinical Investigations with Medical Devices

**Detta dokument är framtaget och kvalitetssäkrat av Kliniska Studier Sverige.**

Vi utvecklar och erbjuder stöd för kliniska studier i hälso- och sjukvården.

Stödet vi erbjuder ger goda förutsättningar för kliniska studier av hög kvalitet.

## About the document

Investigation Site File template was first published 2022-01-17. This is version 1.0.

The Investigation Site File (ISF) is the site’s file and contains all essential site documents for the clinical investigation. The ISF template may need to be adapted to the current clinical investigation.

The table of contents is applicable to clinical investigations on medical devices only, it is not applicable to clinical investigations on combinations of medical devices and medicinal products. For combination trials, this table of contents can be combined with the table of contents created for clinical trials on medicinal products by the QA working group within the Clinical Studies Sweden node collaboration.

Several documents should be available both in the Investigation Site File and in the Sponsor File. A common recommendation is that the document is saved in original where it was created.

It is the site’s responsibility to:

* keep the Investigation Site File complete and updated during the investigation conduct.
* store the Investigation Site File in a safe way while the investigation is ongoing and during the retention time.
* ensure that archiving occurs in accordance with current legislation.
* provide a reference if any document is stored elsewhere than the Investigation Site File.

For more information on the contents of the Investigation Site File please refer to Annex E of SS-EN ISO 14155:2020.

| **Index** | | **Contents** | **Comments**  *Help text (in Italics) column to be removed when using the index* |
| --- | --- | --- | --- |
|  | **Clinical investigation team** | * Address and telephone list | *Incl contact information for important parties such as the sponsor, clinical investigation management, site personnel, monitors, external parties, e.g., laboratories.* |
|  | **Signed Clinical Investigation Plan (CIP) and amendment(s)** | * Approved, signed CIP incl. attachments * Approved, signed amendment(s) * Superseded versions[[1]](#footnote-1)1 | *The signature page should include signatures from the Sponsor and coordinating investigator (for multi-center investigations) and/or principal investigator.* |
|  | **Case Report Form (CRF/eCRF)**  **Subject Questionnaire**  **Diary** | * CRF/printed version of eCRF (template) * Subject Questionnaire (template) * Diary (template) * CRF completion guidelines * Working instructions/template (where relevant) * Superseded versions of CRF and worksheet1 * Complete copy of CRF data, signed and dated by the principal investigator or his/her authorized designee(s) (paper or electronic copy) * Copy of Data Clarification Form (DCF) (paper or electronic copy) |  |
|  | **Subject Information and Informed Consent Form** | * Current Subject Information and Informed Consent form (template) * Any other written information provided to the subject(s) (e.g., Patient ID Card/emergency card or instructions) * Superseded approved versions of Subject Information and Informed Consent form and other written information1 * Signed Subject Information and Informed Consent form (original) |  |
|  | **Swedish Medical Products Agency (Läkemedelsverket, LV)**  **and**  **Swedish Ethical Review Authority (EPM)** | * Complete Notification/Application, signed. Incl. attachments * Amendment, signed. Incl. attachments * Approvals, dated (initial and for any amendments). * Related correspondence (if applicable) | *Note that types of notification/ application and acknowledgement of receipt/approval/ confirmation of valid application depends on the type of investigation.*  *Ethical approval must include participants at meeting for approval.* |
|  | **Other applications, notifications and registrations** | * Copy of Biobank agreement incl. the application, application(s) for amendment, approval(s), MTAs[[2]](#footnote-2)2 and correspondence * Notification of processing of personal data to the Data Protection Officer (if applicable) | *Whether registration of personal data processing (“Anmälan gällande behandling av personuppgifter”) is needed at each site is dependent on the organization’s internal routine.* |
|  | **Contracts/agreements and financial aspects** | * Financial contract/agreement[[3]](#footnote-3)3 * Signed agreement between the sponsor and site/institution3 * Data Processing Agreement (if applicable) |  |
|  | **Site personnel; delegations and CVs** | * Signature and Delegation list\* * CV (signed and dated) for investigators and other personnel. CV should include information on GCP training\*\* * Training log * Declaration of conflict of interest from principal investigator and investigators (if applicable) | *\*The Signature and Delegation list is updated as needed throughout the clinical investigation and signed by the principal investigator at end of clinical investigation.*  *\*\* The GCP certificates can be attached to the CV or stored in another folder at the site which can be shown on request.* |
|  | **Investigational Device, device description** | * Investigators Brochure (IB)[[4]](#footnote-4)4, including amendments (if any) or instructions for use\*, if applicable. * Investigator’s receipt of IB | \* *If investigational device is CE marked and used as intended by manufacturer* |
|  | **Investigational Device (and comparator, if applicable), handling** | * Instructions for handling investigational device * Shipping records for investigational device * Investigational device log (inventory log and/or device accountability log per site or per subject)\* * Sample of labelling attached to investigational device * Documentation of investigational device return or disposal, where applicable * Temperature log (room, freezer/refrigerator if applicable) | *\* Documentation of investigational devices must be available. Depending on the clinical investigation, it can be a single log or several different logs.* |
|  | **Randomization and decoding** | * Randomization procedure * Decoding procedure   **At clinical investigation end**  Result of code-breaking |  |
|  | **Laboratory information** | * Reference ranges incl. updates if changes (if applicable) * Accreditation incl. attachments * Laboratory manuals and referrals * Method descriptions for non-accredited analyses * CV for relevant personnel\* * Documentation of sample shipment * Temperature log for storage (freezer/refrigerator if applicable) | *\*CVs are only needed for non-accredited analyses performed by specialists/*  *research laboratories.* |
|  | **Equipment relevant to the clinical investigation** | * Instructions * Referrals/forms * Validation of equipment * Certificates * Equipment maintenance and calibration documentation, including updates (if applicable) | *Including updates* |
|  | **Source data** | * Overview of where the source data is kept | *Signed by the principal investigator and monitor at initiation. Updated as needed during the clinical investigation.* |
|  | **Screening log** | * Screening log (original) |  |
|  | **Subject Enrolment and Identification log** | * Subject Enrolment and Identification log |  |
|  | **Monitoring (Quality control)** | * Reports from Investigators’ meetings * Follow-up letter of site initiation/Initiation monitoring report * Follow-up letters/ monitoring reports * Close-out monitoring report/follow-up letter * Monitoring log * Secrecy agreement |  |
|  | **Reporting of adverse events, adverse device effects and device deficiencies (AE, SAE, ADE, SADE, USADE and DD)** | * Instructions for reporting * AE, SAE and DD form * Reports of adverse events, adverse device effects, and device deficiencies * Reports of serious adverse events, serious adverse device effects, and device deficiencies by sponsor to LV * Serious adverse events occurring at other sites reported to sponsor * Output/opinion from DSMB or similar (if applicable) | *If reported AE/DD are recorded in, e.g., the CRF, this should be indicated with a reference to the CRF under this section.* |
|  | **Deviations** | * Notes to file and clarifications * List of incidents / Log of CIP and regulatory deviations | *Here, site personnel should document deviations against the clinical investigational plan, GCP, or similar that have occurred in the clinical investigation. They are encouraged to write what occurred plus describe cause and measures taken. Documentation method can vary in different studies.* |
|  | **Correspondence** | * Relevant communication (email, letters, phone contact reports, etc.) * Newsletters | *All essential correspondence shall regularly be printed from email and placed here. Correspondence with, e.g., EPM or LV is preferably stored under those sections.* |
|  | **Reports** | * Clinical investigation report (if applicable, otherwise reference to where the report can be found) | *It is not an absolute requirement that the clinical investigation report is included in the Investigation Site File, if one chooses not to archive the final report in the Investigation Site File this decision should be documented.* |
|  | **Archiving** | * Investigation Site File archival content list including localization | *A copy of the Investigation Site File archival content list can remain at the site at archiving so that one can retrieve archived clinical investigation documents if needed, e.g., during an inspection.* |
|  | **Other** | * Template for medical record documentation\* * Form for compensation to subjects\* * Insurance certificate (if applicable) * Publications\* * Shipping records for clinical investigation-related   documents and materials   * Inspection report (if applicable) | *\*These documents are examples of other documents that can be saved in an Investigation Site File (not requirements).* |

## Index for Investigation Site File

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1. 1 Superseded versions should be stored here or in another folder. If another folder is used, there must be a reference in this index to where superseded documents are stored. Please mark superseded documents “Inactive” to avoid accidental use. [↑](#footnote-ref-1)
2. 2 Material Transfer Agreement [↑](#footnote-ref-2)
3. 3 Financial agreement, investigator agreement, contract/agreement about the implementation, and budget calculations can sometimes be found in another folder. Refer in the index to where these can be found. [↑](#footnote-ref-3)
4. 4 IB can be stored separated from Investigation Site File, e.g., electronically. Refer in the index to where it can be found. [↑](#footnote-ref-4)