International Union against TB and Lung Disease
Ethics Advisory Group (EAG)

STANDARD OPERATING PROCEDURE

SOP-EAG 005 vs1 **IMPLEMENTATION DATE:**

SUBJECT:	**EAG Secretariat Adverse Event Processing for Review**
DIVISION / SCOPE:	**International Union against TB and Lung Disease Ethics Advisory Group (EAG)**
AUTHOR: **REVISION:**	**EAG Secretariat**
PURPOSE:	This procedure describes the process to be followed by the EAG Secretariat for the processing and reporting of AE's from human participants at Union-approved institutions to ensure compliance with the following guidelines: • ICH Harmonized Guideline – Integrated Addendum to ICH E6(R1): Guideline for Good Clinical Practice ICH – E6(R2) – Current Step 4 version dated 9 November 2016 • 45 CFR Part 46).
PREVIOUS VERSIONS / ***(REASON FOR REVISION)***	
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APPROVALS:	**Signature of Chair** **Date*:***

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1. DEFINITIONS AND ABBREVIATIONS

ADR	Adverse Drug Reaction
AE	Adverse Event
CFR	Code of Federal Regulations (USA)
FDA	Food and Drug Administration (USA)
GCP	Good Clinical Practice
ICH	International Council for Harmonisation
IEC	Independent Ethics Committee (ICH GCP term)
SAE	Serious Adverse Event

2. REFERENCES

- ICH Harmonised Guideline – Integrated Addendum to ICH E6(R1): Guideline for Good Clinical Practice ICH – E6(R2) – Current Step 4 version dated 9 November 2016
- Declaration of Helsinki 2013
- 21 Code of Federal Regulations Part 312.32 – IND Safety Reports
- Guidelines for Good Practice in the Conduct of Clinical Trials in Human Participants in South Africa (2006)

3. SAE'S ORIGINATING AT UNION Sites

3.1. Reporting of Adverse Drug Reactions and other Safety Information to the EAG

DEFINITIONS:

Adverse Event:

Any untoward medical occurrence that may present during treatment with a medicine/intervention but which does not necessarily have a causal relationship with this treatment

Adverse Drug Reaction or Adverse Reaction:

A response to a medicine/intervention which is noxious and unintended
The phrase response means that the causal relationship between the medicinal product/intervention and the adverse event is at least a reasonable possibility.

Unexpected Adverse Reaction:

One in which the nature, specificity, severity and outcome is not consistent with the applicable product information (i.e. with the approved package inserts for registered products, or the investigator's brochure or other product information for unregistered products).

Serious Adverse Event or Serious Adverse Drug Reaction:

Any untoward medical occurrence that:

- results in death,
- is life-threatening,
- requires patient hospitalisation or prolongation of existing hospitalisation,
- results in persistent or significant disability/incapacity, or
- is a congenital anomaly/birth defect.

Medical and scientific judgement should be exercised when deciding if other situations are serious. Such instances could include medical events that may not be immediately life-threatening or result in death or hospitalisation, but which may jeopardise the patient or may require intervention to prevent one of the outcomes listed in the definition above. Examples include blood dyscrasias or convulsions not resulting in hospitalisation, or development of drug dependency or drug abuse

REPORTING REQUIREMENTS FOR EVENTS OCCURRING AT UNION APPROVED SITES:

- **All deaths**
- **Serious, unexpected, adverse drug reactions which are fatal or life threatening**

Report within 7 calendar days after first knowledge.

The initial notification should be followed by as complete a report as possible within an additional 8 calendar days

Serious, unexpected, adverse drug reactions which are not fatal or life threatening

Report as soon as possible and not later than 15 calendar days after first knowledge*

- **All Serious Adverse Events**
- **Non-serious unexpected adverse drug reactions**

Report as part of the 6-monthly progress reports
*Format of report: Line listing **

OTHER reporting requirements:

- Serious, unexpected, adverse drug reactions occurring at other non EAG sites Report as part of the 6-monthly progress reports

Format of report: Line listing *

New information which may affect the safety of participants or the conduct of a trial

- Report within 3 calendar days of first knowledge and in the six-monthly progress report
- Format of report: Detailed report

- Change in the nature, severity or frequency of expected Adverse Drug Reactions
- Report within 15 days after first knowledge and in the 6-monthly progress report

Format of report: Detailed report

SAE DATA CAPTURE FIELDS

1	Protocol title
2	SAE Identification (Case ID, Subject initials)
3	Report type (Initial/ Follow-up)
4	Country
5	Serious Adverse Event (Diagnosis) (Event title)
6	Reporting Criteria (Patient died, Involved or prolonged hospitalization, Involved persistence of significant disability or incapacity, Life-threatening, Congenital anomaly/birth defect)
7	Date of onset of SAE
8	Assessment of causality (Related/suspected, Not related/not suspected) (i.e. Relationship to study medication)
9	Outcome
10	Date EAG Secretariat notified

SAE Grading System

	SAE OUTCOME	
1	Death	Trial drug related
2		Illness unrelated to trial drug
3		Accident unrelated to trial drug

4		Progressive disease
1	Hospitalization	Trial drug related
2		Illness unrelated to trial drug
3		Accident unrelated to trial drug
4		Progressive disease
1	Disability / Incapacity	Trial drug related
2		Illness unrelated to trial drug
3		Accident unrelated to trial drug
4		Progressive disease
1	Life Threatening	Trial drug related
2		Illness unrelated to trial drug
3		Accident unrelated to trial drug
4		Progressive disease
1	Other Significant Event	Trial drug exposure during pregnancy
2		Trial drug overdose