COMET Clinical Trials Consortium

User Manual

www.comettrials.com

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COMET Clinical Trials Consortium
Overview

History

The COMET Clinical Trial Consortium (CCTC) website was conceptualized by Dr. Christine Brezden-Masley, who first presented the idea to COMET members in October 2010. Shortly thereafter, the first project manager was hired and the collection of clinical trial information began. The site officially launched in September 2011, and has continued to grow in membership since then. At the end of 2012, a project was undertaken to revitalize the CCTC by redesigning the infrastructure and overall look of the website. The new website was officially re-launched in November 2013.

Mission

It is recognized that a majority of cancer clinical care occurs in non-regional cancer centers. Within Ontario, COMET (Community Oncologists in Metropolitan Toronto) sites see an estimated 5000 new cancer patients annually. These are cancer clinics affiliated with community hospitals. For these patients, access to clinical trials depends on the community hospital’s infrastructure to support oncology clinical trials.

One of the fundamental goals of Cancer Care Ontario is for every oncology patient to have access to clinical trials as a treatment option. Overall clinical trial enrolment in Canada is decreasing. Within the CCTC, each individual member site will be linked for the purpose of improving accrual and access to cancer clinical trials for cancer patients being treated across Ontario.

The aim of the CCTC is to achieve the following goals:

1. Help oncologists fulfill Cancer Care Ontario’s mandate to ensure that all oncology patients have access to clinical trials as one of their treatment options.

2. Establish an up-to-date database of actively accruing clinical trials in Ontario to facilitate collaboration and best research practices between member sites.

3. Enable referrals of cancer patients in real-time between Physicians and Clinical Research Coordinators at different institutions within Ontario.
**Trial Posting Check List**

Trials must meet *all* criteria listed below to be posted on the CCTC:

- Currently listed in the National Clinical Trials registry in the field of oncology
- Currently accepting patients for enrollment at the member institution
- Principal Investigator and Clinical Research Coordinators are CCTC members

**Who can become a CCTC Member?**

All oncologists and clinical trials staff in Ontario!

We invite all eligible members to join regardless of whether they are offering clinical trials at their site. All members can post and search trials as well as view the Membership Directory.

*NOTE:* Patients do NOT have member-access on the CCTC and cannot view the trial listings or the Membership Directory on the CCTC. All member information remains confidential.

**The Role of Patient Information and Ethics Approval**

We advise members to refrain from using personal health information in the electronic referral sent from the CCTC portal. Please use the CCTC referral tool as an instigation to expedite a formal fax referral.

Research Ethics Board approval is NOT required to post a trial on the CCTC as there are no patient demographics listed on the website.

*REMINDER:* Please do not email personal health information using the CCTC referral system.
Joining the COMET Clinical Trials Consortium

How do I join the COMET Clinical Trials Consortium?

Joining the CCTC is easy. Simply follow the instructions below to register for the website.

1. Go to the website: www.comettrials.com

2. Click on the "Register" button, and complete the registration form.
   Please use the email address you wish to receive clinical trial referral notifications.
3. Please fill out the **Member Registration page** with your contact information at your current institution. The contact information you register with will be listed in the Member Directory and used to as the primary notification of any electronic referrals from other CCTC members.

   The **Survey** component you provide on the Registration form is collected to evaluate the CCTC’s impact on clinical trial programs and to better our services for our members in the future.

4. Once you have submitted the registration form, your **registration request will be processed** by the Project Manager. To ensure website confidentiality, only requests that fulfil the member eligibility criteria will be granted full member access. You will receive a confirmation email which will indicate you have been granted full website access.

**How much does the COMET Clinical Trials Consortium cost?**

**The CCTC is free of cost.** To ensure the continued success of the website, the CCTC has received unrestricted educational grants from Hoffman-La Roche Limited (Canada), AMGEN, Celgene and Novartis.
Signing into the CCTC

1. Please go to www.comett trials.com

2. Login using the credentials you provided at the time of registration (email address & password).

3. If you need to reset your password, please contact the Project Manager at comettrials@smh.ca
Your CCTC Profile

Your CCTC profile details all the information about your account. This should match the information you provided upon registration with the CCTC. Your name, clinical institution, role/position, and contact information are displayed on this page.

Please ensure that your contact information is up-to-date.

All communication within the CCTC network occurs via the email address you provide at registration. If your contact or profile information changes, please contact the CCTC Project Manager at comettrials@smh.ca or (416) 809-3915.
The membership directory is a **communication tool for all CCTC members**. If you wish to connect with other physicians or other clinical research personnel, their phone numbers and emails are listed in the directory.

In this section, you can search other CCTC members by **NAME** or **INSTITUTION**.

**NOTE:** We advise you to use the Membership Directory for the purpose of clinical trial collaboration or referral.
Searching for Clinical Trials and Search Results

Search for clinical trials by designated **Tumour Type, Tumour Subtype, Tumour Stage, Type of Treatment, Institution, Keyword or Acronym.**

Helpful Tips:

- **To view all trials** from site group, only fill in the Tumour Type drop-down menu and leave all other inquiries blank then click "Search"

- **To search by Trial Acronym or Keyword**, type the phrase in the "Search by Keyword" area
Reviewing Your Search Results

After you submit a search for a clinical trial, your results will be displayed as seen below.

The \texttt{clinicaltrials.gov} link, the study title and acronym will appear.

The \texttt{clinicaltrials.gov} link allows you to review the official trial details and ensure if your patient is potentially eligible for the trial. After reviewing the trial details, you can return to the main search results page to see which member sites have the study open for accrual.
Sending an “Electronic Referral”

After finding a clinical trial and study site that is a good fit for your patient, you may do an electronic referral (i.e. e-referral). This begins the four-step CCTC referral process.

**Step 1: CCTC Member Sends Email from CCTC**

After reviewing the trial on clinicaltrials.gov to ensure that the trial is applicable to your patient before contacting the hospital about participation. **Click on the "Email PI/CRC" link** from the main trial posting on the CCTC (**click on the study name from the Search results**)

After clicking the email link, an electronically generated form to be sent to the selected PI/CRC will be displayed. Your username, phone number, email, and fax number will be pre-filled for you. You should add any other notes to the form at this time. Please include in your notes brief details of the case.

**Note example:** “I have a 45F who completed adjuvant TC for Stage II breast cancer and would like to participate in the MA.32 trial. Please contact Dr. John Doe. Thx.”

**REMINDER:** Do NOT include personal health information in the e-referral sent from the CCTC.

**Step 2: Email Leaves CCTC and Goes to PI/CRC Inbox**

Once you hit 'send', an email will be sent to both the PI and study-assigned CRC. Please check your email inbox regularly for patient referrals. As the CCTC uses the email provided at registration as the main communication point, please ensure that this email is up-to date.
Step 3: PI or CRC Will Reply to the Referring Physician Via Phone or Email

After receiving a referral email, the PI or CRC will contact the referring physician to review patient eligibility and to facilitate a formal referral of the patient to the clinical trial.

Step 4: Patient Seen for Trial Enrolment Within TWO Weeks

The CCTC’s aim is that patients who are virtually referred for a trial will be seen for consideration of the trial within two weeks of the initial email from the CCTC.

Please refer to the diagram below as an example of the referral form submitted on the CCTC.
Posting a Clinical Trial

Who can post the clinical trials on CCTC?

Any CCTC member can request to post a clinical trial. All clinical trials must be approved by the CCTC Project Manager before being posted on the CCTC site to remove duplicated trial postings and ensure accuracy of information. Please allow one business day after submission for a response regarding your clinical trial request.

How do I post a clinical trial?

Once you are logged on, ensure that you are on the "Account" page. Click on the "Post a Clinical Trial" tab. Enter the trial information in the form provided, and after verifying, submit your request by clicking the "Post" button. Your trial will be posted on the site after being reviewed by the CCTC Project Manager.
Making Changes to a Clinical Trial

Make Changes to My Clinical Trial Posting

1. Find the clinical trial under “My Account”.
2. Click on the trial to edit the details, such as the study status, staffing changes, etc. As with requests to post a trial, a notification of the changes made to your trial will be sent to the CCTC project manager.
3. You may also contact the CCTC Project Manager directly, for further assistance.

Add My Institution

If your trial is already posted, you can add your site by clicking on “Add My Institution’ from the existing trial posting. Submit your request by choosing the PI and CRC from the drop-down menu that appears. The Project Manager will review and confirm your request.

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Trials of the Month

What is “Trials of the Month?”

This section was created to maximize accrual rates for all trials, especially trials known to have low accrual rates for a variety of reasons. One trial from each disease site group will be featured in the section “Trials of the Month.” These trials will be highlighted on the “News & Events” page, sent out in our newsletter and in our monthly email.

How can I nominate my trial for the trial of the month?

If you have a clinical trial that you would like to be featured in our newsletter, please email the CCTC Project Manager at comettrials@smh.ca or call (416) 809-3915.

Trials of the Month can be found at: www.comettrials.com/news-events/trials-month/

NOTE: The trials found in the User Manual below are not guaranteed to be actively accruing patients at this time. Please follow www.comettrials.com/news-events/trials-month/ to find the current Trials of the Month.
Frequently Asked Questions

**I have registered for the CCTC, why can’t I login?**
Once you have submitted your completed registration form, your request will be sent to the CCTC Project Manager. The Project Manager will review your application and reply within one business day. Upon approval by the CCTC Project Manager, you will be granted access to the members’ website.

**My institution is not in the Ontario. Can I still join?**
At this time, our membership is limited to Ontario sites with the exception of outside oncologists who refer patients to trials recruiting at Ontario institutions. We hope to expand to other areas across Canada in the near future. Please contact the Project Manager at comettrials@smh.ca if you are an oncologist located in another province or state who refers patients to clinical trials in Ontario.

**My institution does not offer clinical trials. Can I still join?**
We encourage all medical oncologists to join the CCTC, regardless of whether they are offering clinical trials at their site. Joining the CCTC will allow you to easily access clinical trials for your patients.

**I have added a trial – why hasn’t the change appeared?**
Similarly to registration, your change must first be approved by the CCTC Project Manager before appearing on the site. Please allow one business day for the addition of a trial to be approved.

**How can I tell which clinical trials are still active?**
Only active clinical trials are posted on the CCTC. Trials on hold or that have been completed, will be removed from the website.

**Help! I still can’t figure it out. Who can I contact in regards to the CCTC?**
If you have any questions, comments, or concerns regarding the CCTC, please contact the Project Manager at comettrials@smh.ca or (416) 809-3915. We look forward to hearing from you!
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