Canadian
Cancer Clinical
Trials Network

Satellite Site Remote Access Reporting

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Overview

- To improve remote access patient reporting, 3CTN member sites, primary and satellite sites, are encouraged to report any remote access patients they see.

- To track this, four attributes have been added to the **Priority Patient Entity**.*

- Satellite sites should enable “**allow patient transferring**” at the **project level (green banner)** of the current fiscal year’s reporting project (e.g., 3CTN Reporting Y9 for Ped Sites or 3CTN Reporting Y9 for Adult Sites).

- To track remote access patients, you can add a patient and mark **all patient status** dates as "**did not occur here**." This will not affect recruitment totals or duplicate patient counts.

*For EDGE Live sites you will need to add the additional attributes to your own priority patient entity (see slide 14)

Step 1: Allow Patient Transferring

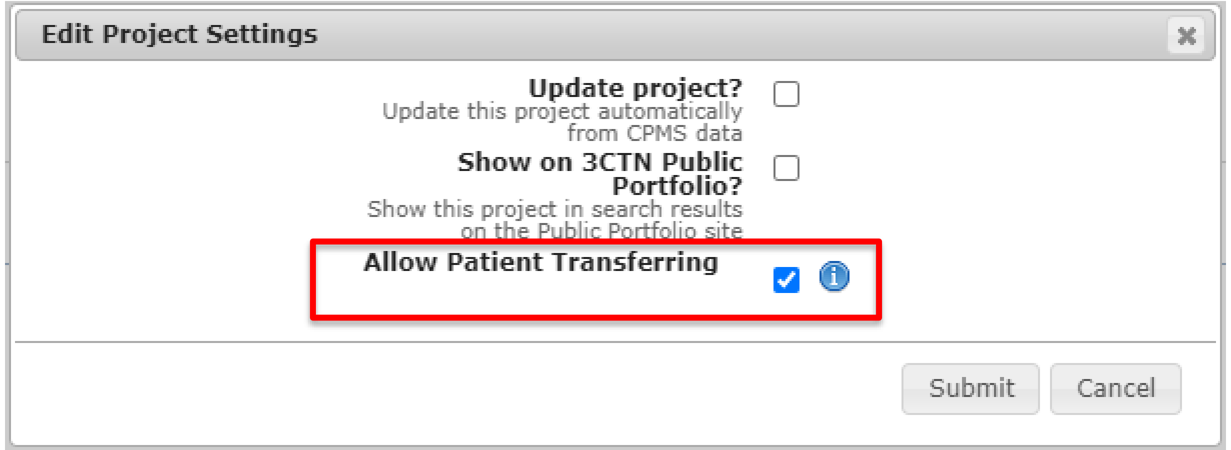
- At project level (green banner) of the current fiscal year's reporting project (i.e., **3CTN Reporting Y9 for Ped Sites or 3CTN Reporting Y9 for Adult Sites**) click on "**Settings**" from the left navigation bar.

Step 1: Allow Patient Transferring

- Click on “**Edit Project Settings**” in the top right corner

Step 1: Allow Patient Transferring

- Check "**Allow Patient Transferring**" and click "**Submit**"



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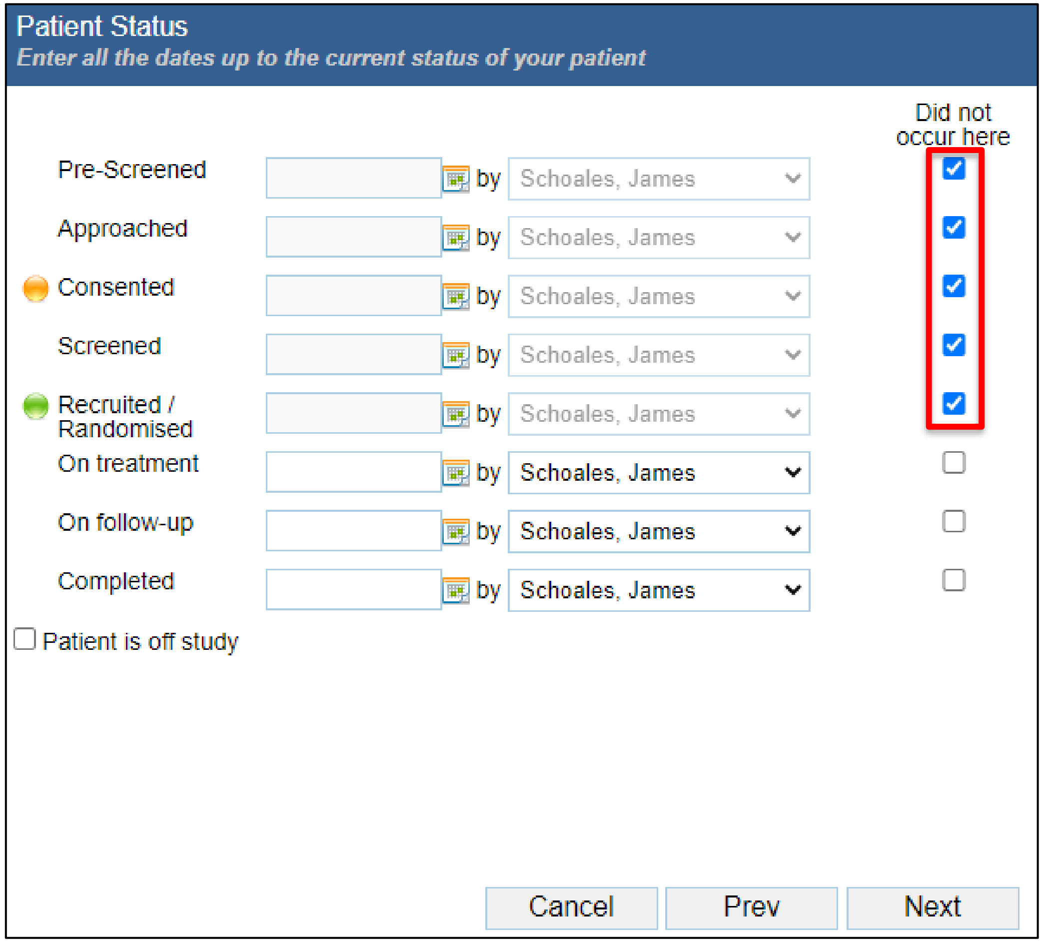
Step 2: Adding a Patient with no Patient Status Dates

- Add a patient to the current fiscal year's reporting project (e.g., **3CTN Reporting Y9 for Ped Sites or 3CTN Reporting Y9 for Adult Sites**).

- Same process of adding a patient to other projects but when you get to the patient status date window check "**did not occur here**" for patient status dates.

- **Note: you will need to change the project site status to open to recruitment in order to add patients.**

  Alternatively, you can import patients to the trial and edit the status dates afterwards.



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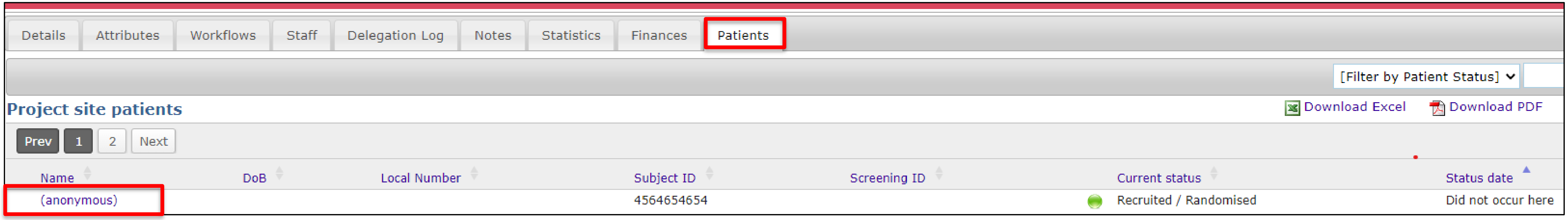
Step 3: Add Priority Patient Attributes to the Patient

- At the project site level (red banner) click the "**Patients**" tab
- Click on the patient's "name" to the left of the patient information



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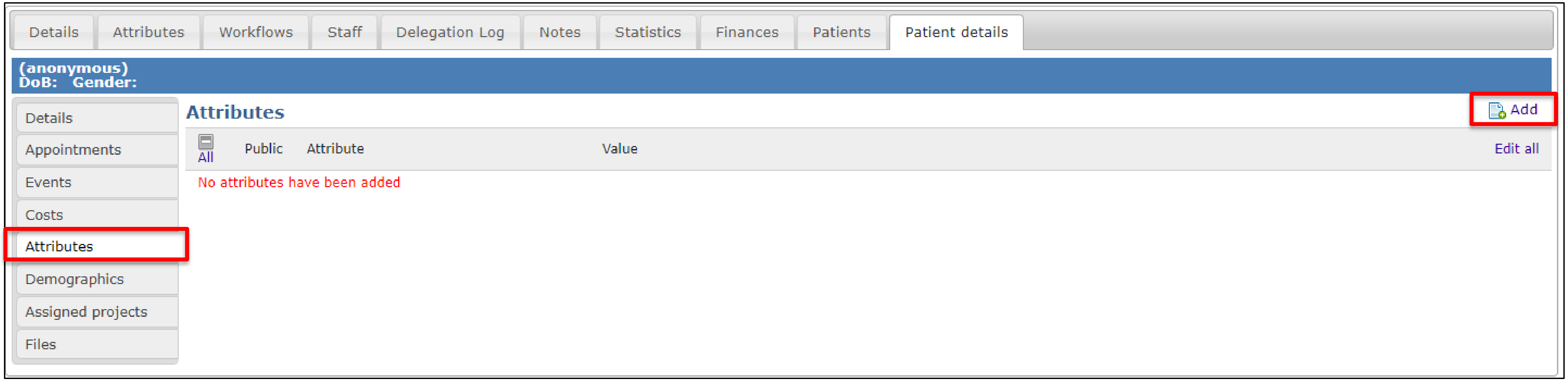
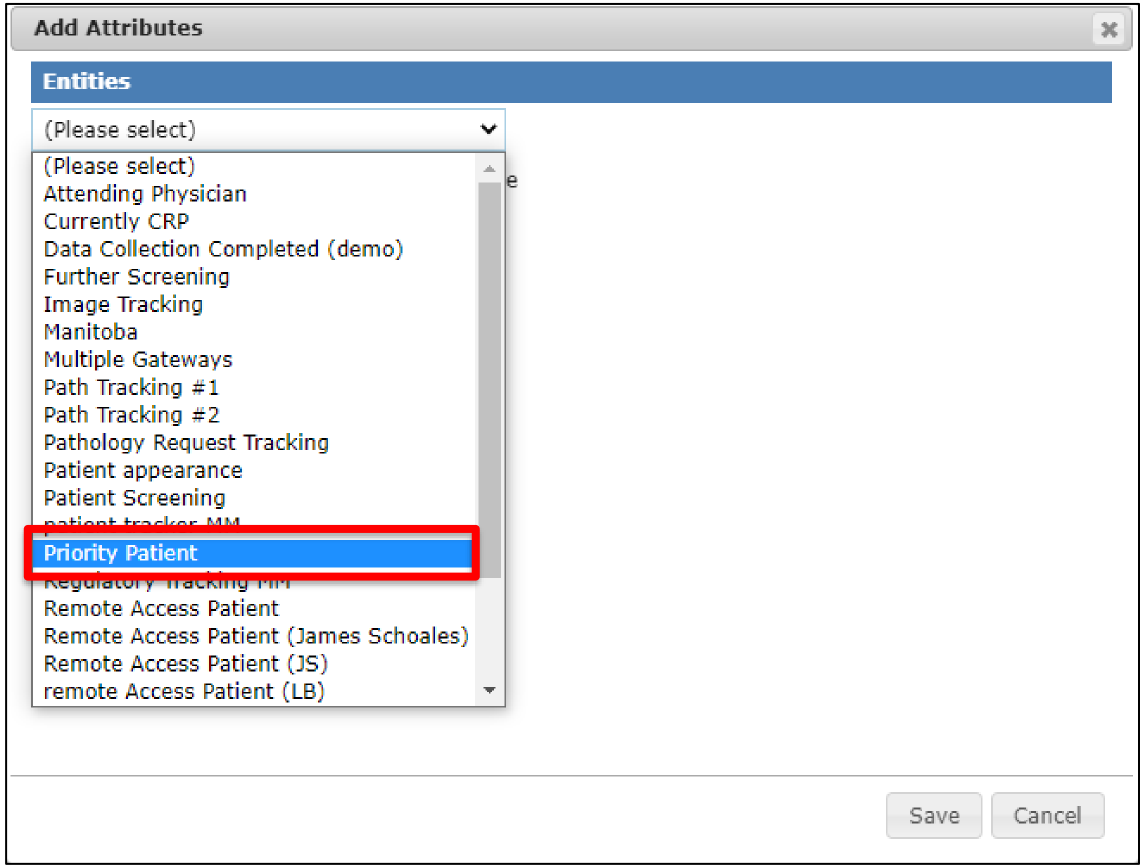
Step 3: Add Priority Patient Attributes to the Patient

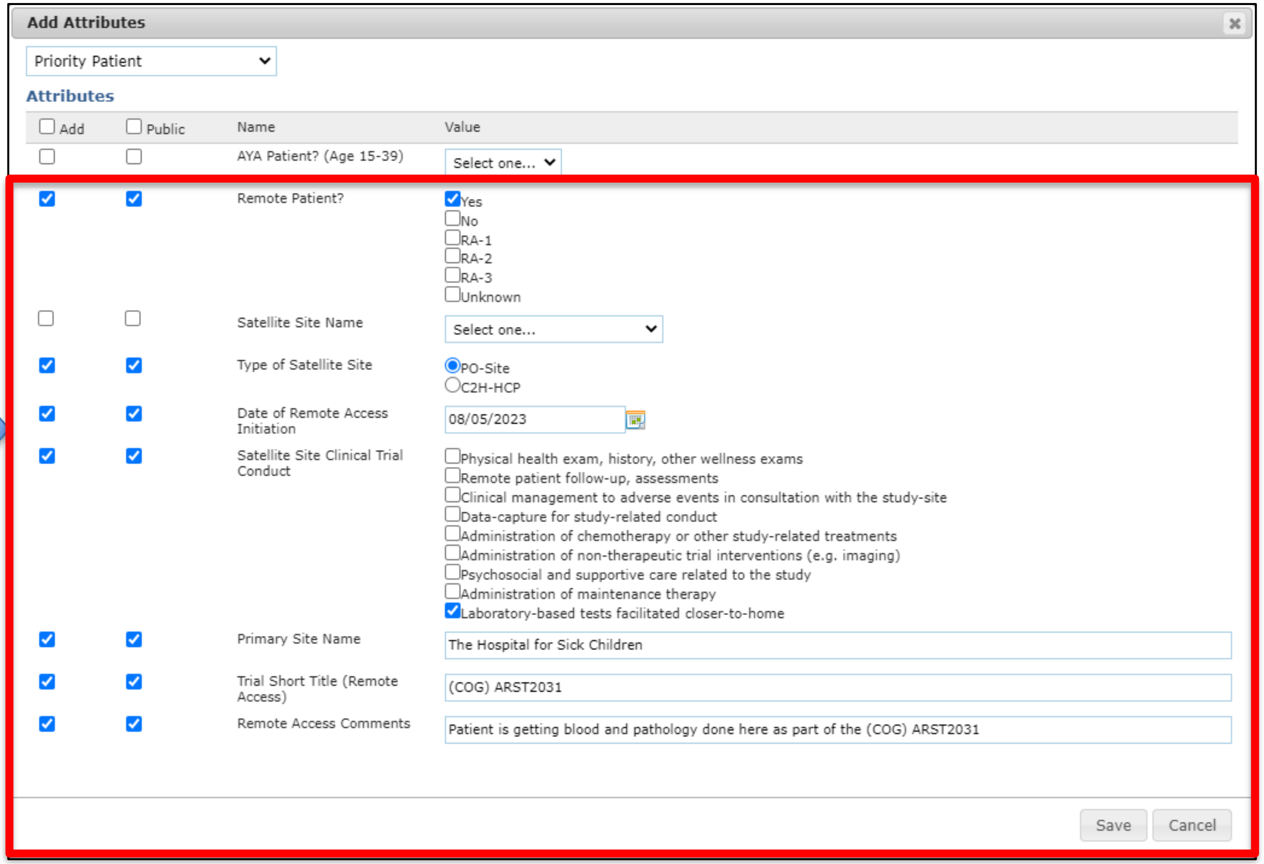
- At the Patient level, go to "**Attributes**"
- Select "**Add**"



Step 3: Add Priority Patient Attributes to the Patient

- Select the “**Priority Patient**” entity
- Click on “**Add**” and “**Public**”, and complete relevant data





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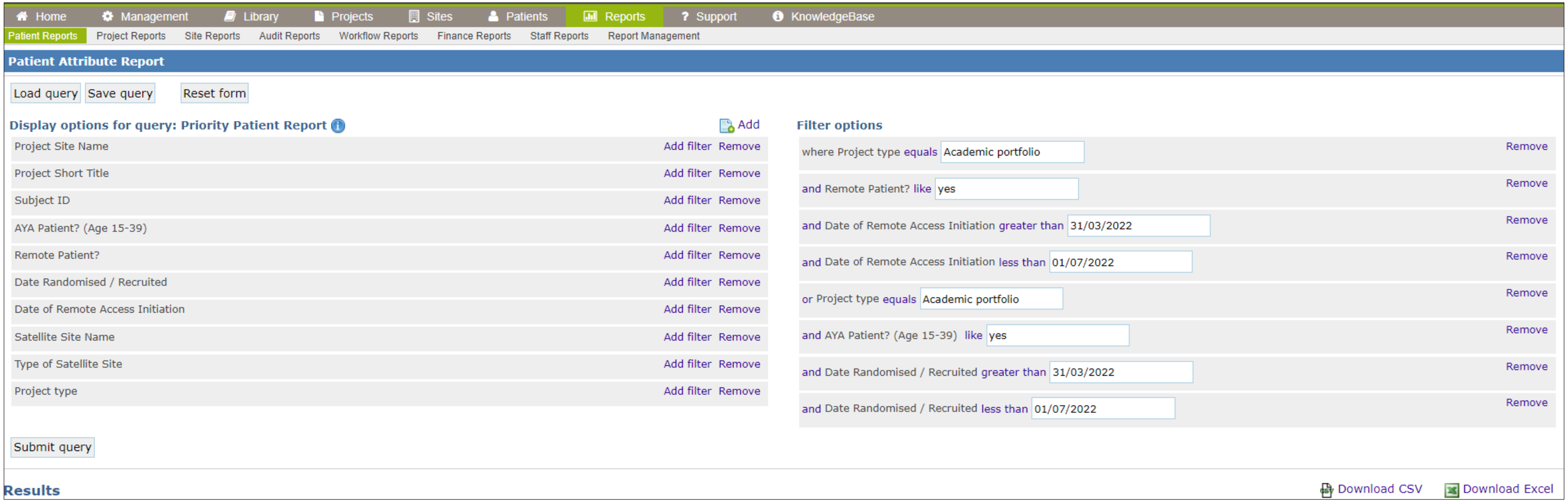
Step 4: Run and Submit Priority Patient Report

- A priority patient attribute report has been created for portal sites, Live sites will need to update their reports to include the new attributes.
- Date filters are used to limit data to current quarter
- Update the date filters to focus data on quarters being reported
- Run and download report results to MSExcel



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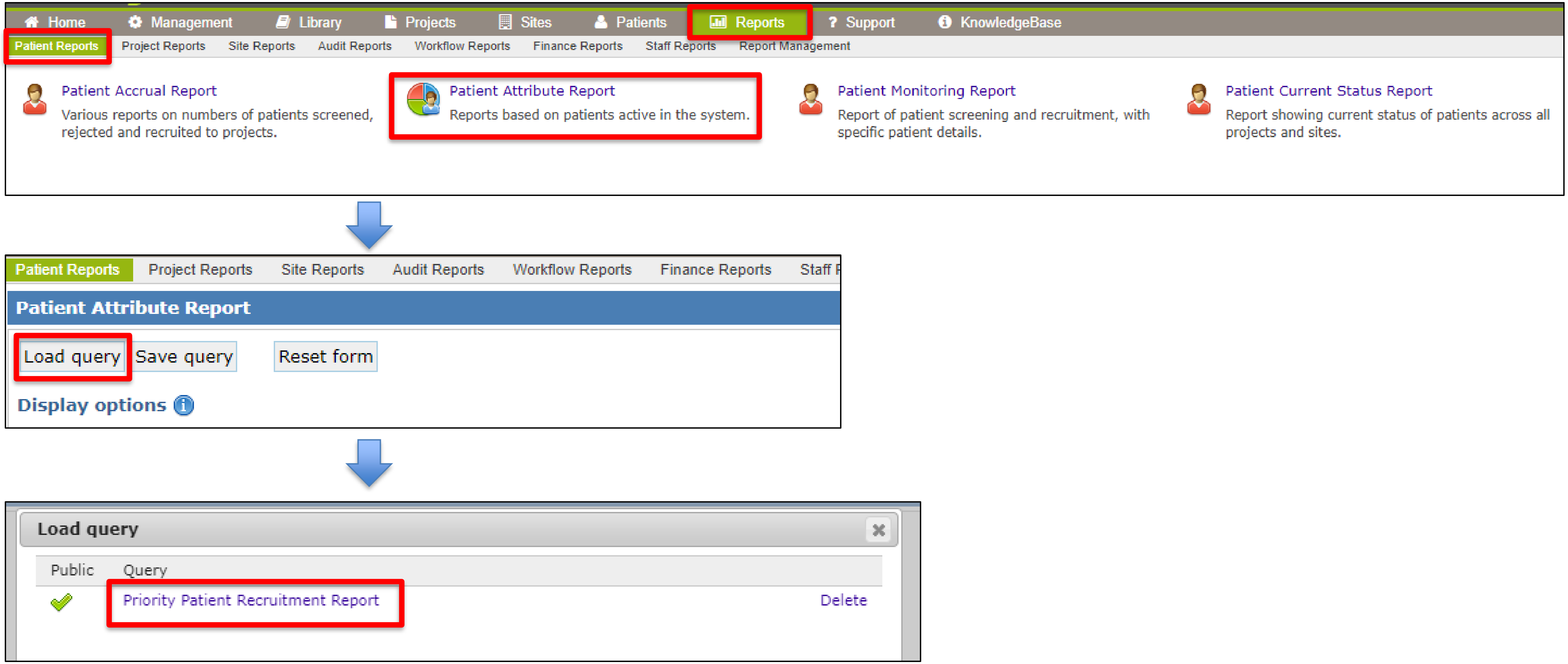
Step 4: Run and Submit Priority Patient Report



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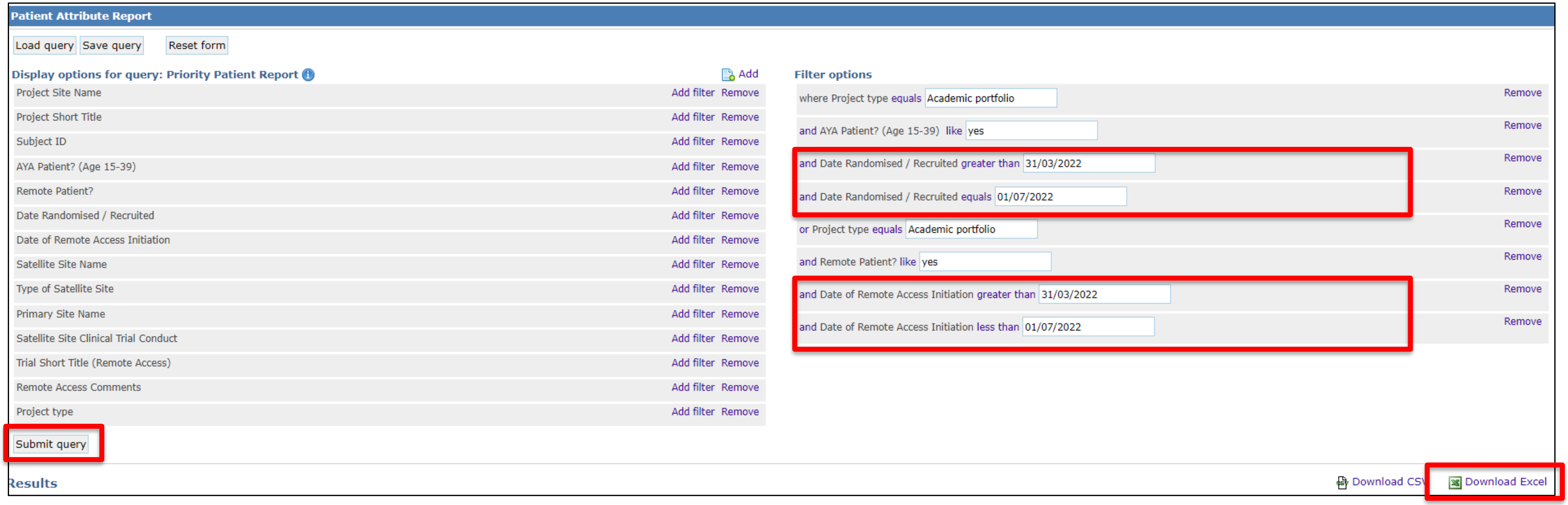
Step 4: Run and Submit Priority Patient Report

- Change date filters to reflect reporting period.
- Then submit and download excel.



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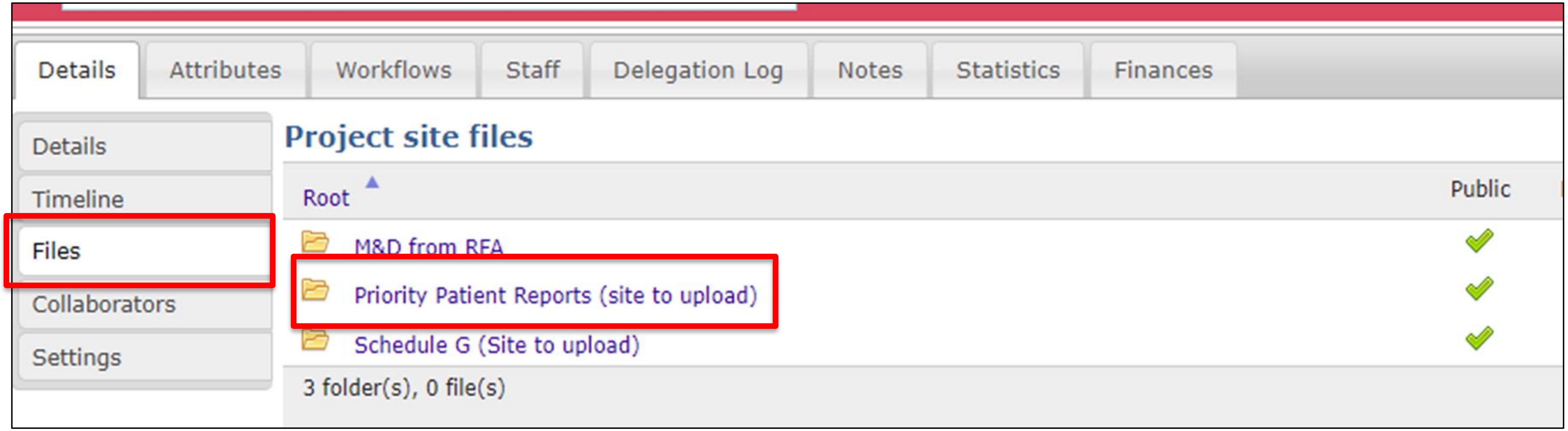
Step 4: Run and Submit Priority Patient Report

- Under Project Site level for the ***3CTN Reporting Y9 for Adult Sites***, or ***3CTN Reporting Y9 for Ped Sites*** project, as applicable
- Upload your Priority Patient file to the ***Priority Patient Reports** (site to upload) folder* using ***Add file***



Additional Step for EDGE Live Sites: Add Attributes to Priority Patient Entity

- Add the following attributes to your priority patient entity:
  - "**Satellite Site Clinical Trial Conduct**" as a lookup radio with the following options;
    - Physical health exam, history, other wellness exams
    - Remote patient follow-up, assessments
    - Clinical management to adverse events in consultation with the study-site
    - Data-capture for study-related conduct
    - Administration of chemotherapy or other study-related treatments
    - Administration of non-therapeutic trial interventions (e.g. imaging)
    - Psychosocial and supportive care related to the study
    - Administration of maintenance therapy
    - Laboratory-based tests facilitated closer-to-home
  - "**Primary Site Name**" as a Text field
  - "**Trial Short Title (Remote Access)"** as a Text field
  - "**Remote Access Comments**" as a Text field