PV Office – Creation and submission of Development Safety Update Reports

Purpose of document:

The purpose of this document is to outline the process for the creation and submission of Development Safety Update Reports (DSURs).

Personnel:

Pharmacovigilance Office
Pharmacovigilance and Safety Manager
RCB Director of Information Systems

Background

The DSUR is intended to be a common standard for periodic reporting on drugs under development (including marketed drugs that are under further study) among the ICH regions. US and EU regulators consider that the DSUR, submitted annually, would meet national and regional requirements currently met by the US IND Annual Report and the EU Annual Safety Report, respectively, and can therefore take the place of these existing reports.

During the clinical development of an investigational drug, periodic analysis of safety information is crucial to the ongoing assessment of risk to trial subjects. It is also important to inform regulators and other interested parties at regular intervals the results of such analyses. Currently, laws and regulations in some ICH countries and regions require the submission of a periodic report to regulatory authorities. The harmonisation of the content, format, and timing of periodic safety reports will help to ensure that regulators in the three ICH regions receive a uniform, high-quality, comprehensive report.

As per The Medicines for Human Use (Clinical Trials) Regulations (UK SI 1031) and amendments, an Annual Safety Report should be submitted as soon as practicable (and within 60 days) after the end of the reporting year (i.e. the anniversary of the CTA date) or on request. This must be in the format of a DSUR.

DSURs are compiled by the Chief Investigator in co-operation with the Glasgow Clinical Trials Unit Pharmacovigilance Office.

Guideline notes

Tracking of DSURs for ongoing Clinical Trials of an Investigational Medicinal Product (CTIMPS)

The PV and Safety Manager will hold a log for all CTIMPS currently in the active phase. Due dates of the DSURs will be tracked via this log.

Creation of report

1. On, or as soon as possible after, the anniversary of the CTA, the Pharmacovigilance and Safety Manager will create a draft version of the DSUR using the current DSUR Template and Guidance document (Form 55.002A). Information required for tables, cumulative summary of Serious Adverse Events and line listing of Serious Adverse Reactions will be prepared in cooperation with the study Data Manager. The PV and Safety Manager will liaise with the R&D Clinical Trials Pharmacist regarding the information required on the Investigational Medicinal Product and any changes to the Reference Safety Information.

2. The draft DSUR will be sent to the CI (and/or designee) for review and completion along with the DSUR Investigator Checklist (Form 55.002B).

3. Once the CI has reviewed the document and any necessary changes are made, the CI will sign off the DSUR and send a signed copy to the PV and Safety Manager.

Submission of the DSUR

1. Signed DSURs can be received from the CI electronically or in hard copy.

2. If received electronically, they should be converted to a pdf if required. If a hard copy is received this should be scanned and saved as a pdf.

3. A pdf of the SmPC(s) or Investigator Brochure(s) containing the Reference Safety Information in place during the reporting period should be added to the pdf of the DSUR report to create a final document for submission. After combining the documents create a Zip file consisting of the DSUR report and the covering letter.

4. DSURs are submitted to the MHRA via CESP and to the appropriate Research Ethics Committee (as detailed in the trial safety reporting plan) by email.

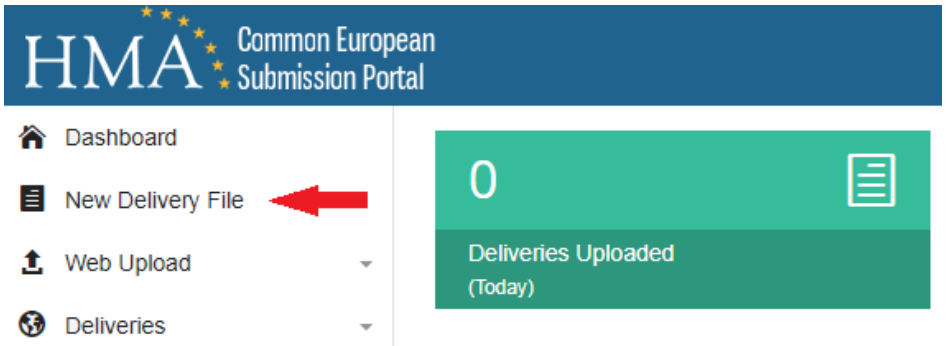
5. A covering letter to the MHRA should be completed as per the example document below:

DSUR 2018 cover letter.pdf

6. The Ethics Safety Report Covering Form (available at http://www.nres.nhs.uk/applications/after-ethical-review/safetyreports/safety-reports-for-ctimps/submitting-safety-reports-to-the-rec/) is completed and saved to the appropriate study folder.

7. The DSUR is submitted to the MHRA via CESP. CESP can be accessed via the following URL: https://cespportal.hma.eu/Account/Login

8. New Delivery file should be selected from the menu on the left as per below.



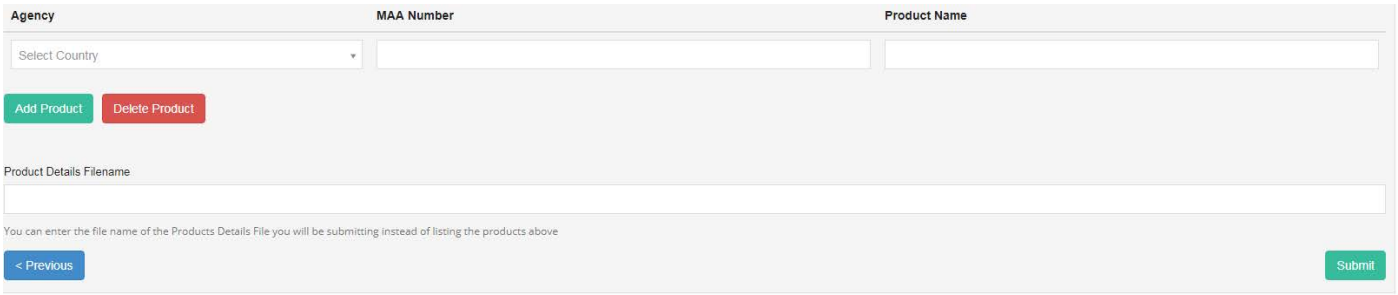
9. The following screen will be displayed

10. Under ‘Regulatory activity’ select Developmental Safety Update Reports from the drop down menu. Under ‘Sub Activity’ select H001 Not Applicable from the drop down menu. Under ‘Zip file type’ select the type of Zip file created from the drop down menu. Click next.

11. Under ‘Procedure Type’ select ‘National’ from the pull down menu. Under ‘Submission Type’ select ‘Other eSubmission Type. The ‘Technically Validated’ section should be left as ‘No’. Click next.

12. A list of all EU competent authorities will be displayed. Select the relevant competent authorities from the list.

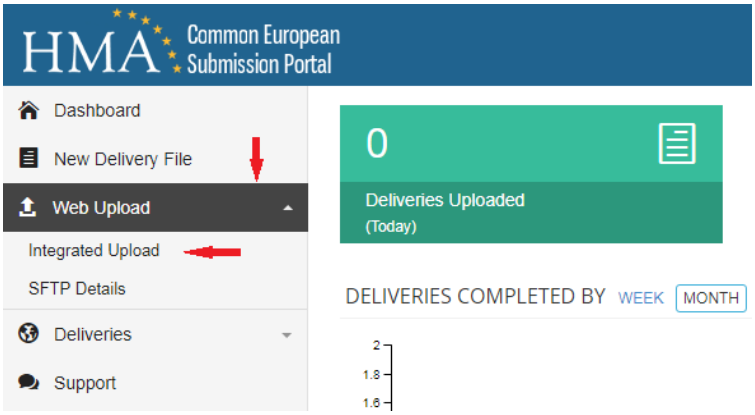
13. The following will be displayed:



Click ‘Submit’.

14. On the next screen click ‘download delivery file’. This will download a .xml file, this should be saved along with the Zip file containing the DSUR and the cover letter.

15. On the left hand menu click on Web Upload, followed by Integrated Upload as below:



16. Drag and drop the Zip file containing the DSUR and cover letter to the relevant section as per the below screenshot:

17. The files will upload as soon as they are added. A successful upload is noted when the 'Completed' section of the Transfers box is populated.

18. Shortly after uploading the documents two emails indicating that the upload has been successful should be received via email. These emails should be filed along with the DSUR documents.

19. Identify the relevant ethics committee from the Ethics Safety Report form, and send the DSUR plus the completed Ethics Safety report form to the committee.

20. Copies of all correspondence are saved to the relevant electronic study folder.

21. Any acknowledgments from the REC or MHRA received are filed electronically.

22. A copy of the DSUR should be printed and added to the PV file within the relevant section.

23. The DSUR, cover letter, and acknowledgments of successful upload should be distributed to the CI, any relevant project manager, and the sponsor representative.

Document Details:

Prepared by: Marc Jones Signed: …… Date: / /

Approved by: Chloe Cowan Signed: …… Date: / /

Document History

Version	Details	Date
1.0	Version 1.0 creation	30/08/2011
2.0	Revision of title Revision to incorporate Guideline 18.003 v1.0 PV Office - Submission for ASRs to MHRA and REC Minor changes to procedure Guideline No. allocated	09/12/2013
3.0	Reviewed and released as part of SOPs reorganisation process. Guideline has moved to SOP category 55 NHS GG&C Sponsor Pharmacovigilance and renumbered (previously 18.003A). 'Prepared by' changed to Caroline Watson, 'Approved by' changed to Julie Brittenden.	15/07/2016
4.0	Updated reporting process to match current guidelines.	19/12/2018