

## **GUIDLINE ON**

### **Recording, handling and reporting the Adverse Event, Serious Adverse Event in Clinical trials conducted in Vietnam**

(This guidance is attached to the Official Correspondence No. 62/ QĐ – K2ĐT dated 02 Jun 2017 of Ministry of Health)

#### **1. General principles**

The handling, recording and reporting of Adverse Events (AE), Serious Adverse Events (SAEs) in clinical trials must follow the international Good Clinical Practice (GCP) and Vietnamese guidelines.

This guideline applies to clinical trials of medicines (pharmaceuticals, traditional medicines, vaccines, biologicals for disease prevention and treatment, bioavailability and bioequivalence assessments), medical devices, new techniques, new methods of medical examination and treatment; Studies on treatments, diagnosis, biological samples, epidemiological, sociological and psychological surveys; post – marketing non – interventional observational studies... conducted on human subjects.

#### **2. Definitions and Classifications**

##### **a. Adverse event (AE)**

An adverse event is an untoward occurrence or medical condition happened to patients in clinical trials, whether it relates to study product or not. AE may be any signal, symptom, illness or the worse test result appears during the subjects take part in clinical trials, maybe related to trial product or not.

## **b. Serious adverse event (SAE)**

A serious adverse event is an adverse event that may lead to one of these situations of the study subject:

- b1. Death
- b2. Life-threatening,
- b3. Hospitalization or prolongation of existing hospitalization,
- b4. Results in disability or permanent incapacity,
- b5. Innate defect, congenital anomaly.
- b6. Situation that requires appropriate medical intervention to prevent the b1, b2, b3, b4, b5 situations from happening or other medical important events following the investigator's judgement.

## **c. Unexpected adverse event (Unexpected AE)**

Unexpected AE are adverse events in clinical trials, essence or severity or specificity or consequences of which is different or has not been recorded or considered in study protocol or relevant study documents.

## **3. Reporting AE/SAEs in clinical trials conducted in Vietnam**

### **3.1. The AE/SAEs reporting activities in clinical trials conducted in Vietnam include:**

- a. To monitor, identify and report the information related to AE/SAEs in clinical trials conducted in Vietnam, timely update information and related AE/SAEs reports in multi-national trials that Vietnam participated;
- b. To collect, process the reported AEs/SAEs, to evaluate the benefit risk balance, to manage the risks related to the trials of which AE happened;
- c. To announce the conclusion of the competence authority related to the following up of AE/SAE happened in clinical trials.

### **3.2. Scope of reporting:**

- a. All the SAE happened at study sites in Vietnam, especially SAE that resulting in fatal, life-threatening or unexpected. These SAEs also include the situation when the study treatment don't meet expected therapeutic efficacy resulting in fatal, life-threatening for study subject or when there's a requirement for medical intervention to prevent those outcomes.
- b. SAE happened at the study sites outside of Vietnam territory in the multi-national trials that Vietnam participates which lead to changes in study protocol or lead to suspension or stop the trial in a participate country.
- c. All the other AEs happened in the clinical trial at all study sites in Vietnam.

### **3.3. Submission requirement**

- a. For the SAEs happened at study sites in Vietnam
  - All the SAE happened at study sites in Vietnam in the clinical trials must be submitted within timeline and following the reporting format described in Appendix 01 attached to this official correspondence. The report must be submitted to the Ministry of Health Ethics Comgramittee (MOH EC), the Administration of Science Technology and Training (ASTT) and the National Center of Drug information and Adverse drug reaction (National Center of DI and ADR).
  - Submission timeline: SAEs that resulting in fatal or life-threatening must be submitted within 07 working days since awareness. Other SAEs must be submitted within 15 working days since awareness. In case of receiving additional medical significant information of SAE, development of study subject or information leads to change causal relationship evaluation between investigational product, additional reports must be submitted within 15 working day from receiving the additional information.
- b. For the SAEs happened at the study sites outside of Vietnam territory

- All the SAEs happened at the study sites outside of Vietnam of the multi-national studies that Vietnam participated that lead to suspension or stop the trial in a participate country, or lead to changes in study protocol must be submitted following the reporting format described in Appendix 01 attached to this official correspondence or CIOMS format to the MOH – ASTT, MOH – EC and the National Center of DI and ADR.
- Submission timeline: within 15 working days since the date of receiving information of the changing date of the study protocol or suspension or stop the study in a participate country.
- c. All other AEs happened in Vietnam must be recorded, summarized and reported in study periodic and final study report submitted to the MOH ASTT and the MOH EC.

### **3.4. Responsibilities of the stakeholders in reporting of AE in clinical studies conducted in Vietnam**

#### **a. Principal investigator, investigators at the study sites:**

- Principal investigator, investigators are responsible for timely detecting, handling the SAEs to ensure the safety for study subjects; following up and recording adequately information; sending SAE report and updating AE, SAE information to sponsor, EC of the study site (local EC), MOH – EC, ASTT . In the cases that level and frequency of SAEs exceed the permitted limitation described in study protocol, Investigator’s Brochure or Instruction for use if investigational product has been marketing authorized, investigator may suggest the sponsor, local EC and the competent authorities to temporarily stop the trial.
- Participating training courses on safety report knowledge in clinical trials organized by Ministry of Health or agencies recognized by MOH.

- b.** Study sites take responsibilities to manage and supervise the detecting, handling, following up of SAE report at study sites; to ensure the safety for study subjects.
- c.** Ethic/Scientific committees of study sites review the SAEs occurred at study sites and give recommendations, ensure the absolutely safety for study subjects.
- d.** Sponsors and CROs (organizations, individuals have study drugs or products; CRO; Study monitoring Agency) are responsible for:
  - Coordinating with principal investigators to report SAEs occur at study sites in Vietnam to the EC of the study site and MOH – EC, MOH – STTA and the National Center of DI and ADR.
  - Submit the report of SAE happened at the study sites outside of Vietnam of the multi-national studies that Vietnam participated that lead to changes in study protocol or lead to suspension or stop the trial in a participate country.
  - Collecting data of AEs, SAEs.
  - Submit the report from clinical studies, epidemiology studies, *in vivo and in vitro* studies, information from medical literatures and other sources that may lead to an important risk of the investigational product.
- e.** MOH - EC is responsible for:
  - reviewing, assessing the SAE reports, periodic report and final study report received;
  - supervising and inspecting the recording, analyzing, handling and reporting the Adverse Event, Serious Adverse Event study sites if necessary and
  - providing advice to competence authorities to timely guide to investigators, study sites, sponsors in the purpose of ensuring absolutely safety for study subjects.
- f.** The National Centre of DI&ADR is responsible for

- coordinating with EC – MOH to review, analyze, take statistic of the SAE reports in clinical trials.
- reporting, consulting and proposing to competence authorities on how to ensure safety of study subjects.

#### **4. Handling of AE happened in clinical studies in Vietnam**

- a. For SAEs that result in death or life threatening:** Principal investigator and the study site must immediately withdraw the study subject, conduct appropriate emergency medical activities; summary in minutes in fatal case and urgently report to site EC, MOH EC, MOH – ASTT and the National Center of DI&ADR following Clause 3 of this official correspondence .
- b. For the AEs that cause harm to the health of study subject:** Principle investigator or investigator is responsible for treating, following up the health condition of study subject until the subject is stable; recording and reporting the events following the requirements in Clause 3 of this official correspondence.