ECTU Central Office SOP ECTU_IT_07: Unblinding Procedure

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Authorship and Approval			
Name and Designation	Author/Reviewer /Approval/ Authorisation	Date	Signature
Garry Milne, Senior IT Programmer	Author	23 May 2024	Garry Milne Garry Milne (May 23, 2024 14:13 GMT+1)
Ronnie Harkess, Senior IT Programmer	Reviewer	23 May 2024	Ronald Harkess Ronald Harkess (May 23, 2024 14:31 GMT+1)
Kenton D' Mellow Data Management & Programming Team Lead	Approver	23 May 2024	Kenton D'Mellow (May 23, 2024 18:30 GMT+1)
Tanya Tharakan QA Manager	QA Authorisation	27 May 2024	Tanya Tharakan (May 27, 2024 08:47 GMT+1)

Document Revision History		
Version No.	Effective Date	Summary of Revisions
1.0	14 Mar 2012	New document
2.0	10 Jun 2016	Updated the description of the process to focus on the dataset to be collected
3.0	10 Jun 2024	Moved to new template (v3.0). Major updates to reflect current procedures.

1.0 PURPOSE

The purpose of this SOP is to describe the process of performing a treatment allocation unblinding prior to the end of the study.

2.0 SCOPE

2.1 This SOP applies to all the bespoke research support systems developed in-house by Edinburgh Clinical Trials Unit (ECTU)

2.2 This SOP applies to those systems where Edinburgh Clinical Trials Unit provide a blinded treatment allocation.

3.0 RESPONSIBILITIES

The ECTU Software Developer or designee is responsible for setting up an unblinding facility or manually unblinding a participant on request.

4.0 PROCEDURE

4.1 If the need for unblinding of a participant's allocated treatment has been determined, and where unblinding facility has been built into the eCRF, the PI or designee can complete the action.

4.2 In non-critical situations, if the unblinding facility has not been built into the eCRF, the site PI or clinician on the delegation log will then contact the trail management team via the trial inbox, who in turn will inform the Software Developer, that a manual unblinding is required.

4.3 The specifications for an emergency unblinding will be detailed in the risk assessment conducted by the Sponsor at the beginning of the trial.

4.4 The following details will be recorded in the study database if ECTU systems or personnel are involved with performing the unblinding.

- Unique participant identifier.
- When the unblinding occurred.
- Reason for unblinding.
- Which role and/or individuals requested the unblinding

4.5 If manual unblinding has been performed, the Software Developer will inform the Trial Manager once completed, without revealing patient identifiable information.

5.0 RELEVANT DOCUMENTS AND REFERENCES