	<b>TITLE: Clinical Trial Standard Operating Procedure 09: Participant Informed Consent Process &amp; Documentation</b>		
<b>Document Type:</b>	Procedure	<b>Approved by:</b>	Research Management and Governance Committee
<b>Directorate:</b>	CMO + Medical Services	<b>Section:</b>	Research
<b>Author/Prepared by:</b>	Dr Ainsley Robinson	<b>Position:</b>	Clinical Trials Coordinator

**DO NOT USE THIS STANDARD OPERATING PROCEDURE IN PRINTED FORM  
WITHOUT FIRST CHECKING IT IS THE LATEST VERSION.**

The definitive versions of all Goulburn Valley Health (GV Health) Clinical Trial Standard Operating Procedures (SOPs) appear online, not in printed form, to ensure that up to date versions are used. If you are reading this in printed form check that the version number and date below is the most recent one as shown on the [GV Health website](#) or Prompt.

**Document Details**


<b>Document Title:</b>	Participant Informed Consent Process and Documentation
<b>Document ID:</b>	GVH_CT-SOP-09
<b>Version Number:</b>	2.0
<b>Effective Date:</b>	16 June 2023
<b>Review Date:</b>	16 June 2025

**Document Approval**

<b>Name:</b>	Research Management and Governance (RM&G) Committee
<b>Position:</b>	Chair RM&G Committee
<b>Date:</b>	22 March 2024

**Amendment History**

Version	Effective Date	Review Date	Author(s)	Amendment Details
1.0	12 Nov 2020	16 June 2023	Dr Ainsley Robinson Research and Ethics	Reviewed and updated to v2.0

	<b>TITLE: Clinical Trial Standard Operating Procedure 09: Participant Informed Consent Process &amp; Documentation</b>		
<b>Document Type:</b>	Procedure	<b>Approved by:</b>	Research Management and Governance Committee
<b>Directorate:</b>	CMO + Medical Services	<b>Section:</b>	Research
<b>Author/Prepared by:</b>	Dr Ainsley Robinson	<b>Position:</b>	Clinical Trials Coordinator

**1. PURPOSE:**

To describe procedures and documentation management relevant to the initial and ongoing Informed Consent process, including consenting via telehealth. The objective is to seek and retain voluntary, Informed Consent through ongoing communication and information exchange between a patient/participant and a clinician about the best interests of each participant. The provision of sufficient information to make an informed decision is understood as “Informed Consent” and this term will be applied in this context in this Standard Operating Procedure (SOP).

**2. SCOPE:**

This Standard Operating Procedure (SOP) applies to all GV Health employees, visiting health professionals, contractors, any external researchers, consultants, and volunteers who propose to undertake, administrate, review and/or govern human research involving GV Health patients/participants and staff. All study personnel involved in the clinical study must operate within their scope of practice.

**3. PROCEDURE:**

**3.1. Informed Consent in Research:**


In obtaining and documenting Informed Consent, all persons involved in the research must comply with the National Health and Medical Research Council (NHMRC) [National Statement on Ethical Conduct in Human Research \(2007\) - Updated 2018, Chapter 2.2](#), the National Clinical Trials Governance Framework (NCTGF) (including the Roles and Functions of Identified Positions) and applicable regulatory requirements, and adhere to the International Council for Harmonisation of Technical requirements for Registration of Pharmaceuticals for Human Use Good Clinical Practice (and requirements of the Integrated Addendum to this Guideline published by the Therapeutics Goods Administration (TGA)) ([ICH GCP E6 \(R2\)](#)), the ethical principles that have their origin in the Declaration of Helsinki, and local GVH policies, procedures, and frameworks.

Informed Consent is a process of information exchange that culminates in a potential trial participant (or their legally acceptable representative) confirming willingness to participate, and to continue to participate, in a study.

For clinical trials, consent is documented using a written, signed and dated Participant Information and Consent Form (PICF).

A person’s decision to take part in a trial must be voluntary and based on sufficient information and adequate understanding of both the proposed research and the implications of participation, including the risks and potential benefits of (and alternatives to) taking part.

Consent must be obtained before the first study-specific procedure or intervention is undertaken.


		<b>TITLE: Clinical Trial Standard Operating Procedure 09: Participant Informed Consent Process &amp; Documentation</b>	
<b>Document Type:</b>	Procedure	<b>Approved by:</b>	Research Management and Governance Committee
<b>Directorate:</b>	CMO + Medical Services	<b>Section:</b>	Research
<b>Author/Prepared by:</b>	Dr Ainsley Robinson	<b>Position:</b>	Clinical Trials Coordinator

### 3.2. Establishing the Informed Consent Process:

- The Principal Investigator (PI) for any research project retains overall responsibility for ensuring a participant's consent has been obtained in the correct manner prior to the participant's entry into the project. This includes where consent is obtained from participants at Satellite Sites under the responsibility of the PI. However, at their discretion, the PI can delegate the duty for obtaining consent to a suitably qualified Associate Investigator (AI) as described in [GVH CT-SOP-02 Investigator Responsibilities](#), [GVH CT-SOP-03 Site Staff Qualifications, Training Records and Capability](#), and the NCTGF. Delegation of all activities must be recorded in a Delegation Log or similar. The PI remains responsible for any delegated activity.
- The Investigator must ensure that they have the relevant Research Governance approval, inclusive of approval by an appropriate Human Research Ethics Committee (HREC), for all written information and any other media used to provide information to potential participants, before these forms, information or other materials may be used to obtain consent from any participant.
- When changes have been made to approved Participant Information resources, the Investigator must have the relevant HREC's written approval and written authorisation from the local Research Governance Officer (RGO) before these may be used to obtain consent or continued consent from any participant.

### 3.3. Process for Obtaining Informed Consent

- If a participant expresses interest in participating in a research study, the PI or delegate must ensure that the potential participant has a copy of the current version of the HREC approved Participant Information and other approved media. This can be provided in person, by telehealth or by telephone and email or weblink. The PI or delegate can aid the participant's understanding what they are agreeing to without any coercion.
- The PI or delegate must ensure access to language services for non-English Speaking Backgrounds (NESB) and support for participants of ATSI origin is available through the ATSI liaison officers during the consent process.
- Potential participants, or their legally acceptable representative, should be given adequate time to read any information or to watch any approved media and to discuss with any family and friends and/or their family doctor, prior to agreeing to participate. The PI or delegate may also offer the potential participant the opportunity to bring a friend or family to any meeting with the PI/delegate.
- Delegates such as Clinical Trial Coordinators or other appropriately qualified person may initiate the process of recruitment and provide guidance around the written information and media. All medical questions must be answered by suitably qualified medical, nursing, allied health, and dental persons working within their scope of practice and appropriate to oversee the use of an investigational product or device.
- The PI or delegate must assess the potential participant's understanding of what they are agreeing to, that they are aware of the purpose of the study, what will be involved and any risks that may exist. The participants must demonstrate that they

	<b>TITLE: Clinical Trial Standard Operating Procedure 09: Participant Informed Consent Process &amp; Documentation</b>		
<b>Document Type:</b>	Procedure	<b>Approved by:</b>	Research Management and Governance Committee
<b>Directorate:</b>	CMO + Medical Services	<b>Section:</b>	Research
<b>Author/Prepared by:</b>	Dr Ainsley Robinson	<b>Position:</b>	Clinical Trials Coordinator

fully understand the implications of decisions that may be made within the course of the research.

- After all questions are satisfactorily answered, potential participants who wish to participate in the research will provide a record of their agreement either through physically signing a paper copy of the consent form or electronically signing a consent form using an approved format that accurately documents the time, date, and authenticity of their signature. The PI/delegate will countersign and date that the consent process has occurred. Ideally, this will be done contemporaneously; however, under special circumstances related to the nature of the study the HREC may approve this signature to occur at a later time with appropriate documentation.
- Witnesses are not a requirement in Australia unless they are providing a signature on behalf of a person who cannot sign themselves or are attesting to a translation of the Participant Information provided (see also [ICH GCP E6 \(R2\) Section 4.8.9](#)). If a witness is required, the witness should sign and personally date the witness section of the consent forms.
- Once all parties have signed the Informed Consent documentation, the participant should receive a copy of this and all other written information and media provided to the participant that were used as part of the consent process. A copy of the signed consent documentation should be placed in the participant's medical record to indicate that person is participating in research as part of their medical care.
- Withdrawal of consent must be adequately informed; participants may withdraw their consent at any time without giving a reason.


Where the person giving consent is unable to read, is physically unable to sign or mark the document, or where a translator is being used for non-English speaking participants, they may give their consent orally in the presence of an impartial witness (i.e. someone not involved in the conduct of the trial). The witness signs and personally dates the consent form to attest that the information in the PICF was read and explained to the participant or legal representative and that consent was freely given.

In cases where translation is required, a professional interpreter should be accessed to facilitate the process.

Some participants (such as minors, or patients/participants with severe dementia), can only be enrolled in a clinical trial with the consent of a legally acceptable representative or guardian.

### 3.3.1. Telehealth Informed Consent

- This e-consent may be the preferable option for teletrials, as consent signatures can be obtained contemporaneously at both Primary and Satellite Sites.
- If Informed Consent is obtained by telehealth consultation, all persons who are not known to each other must produce identification to the other

	<b>TITLE: Clinical Trial Standard Operating Procedure 09: Participant Informed Consent Process &amp; Documentation</b>		
<b>Document Type:</b>	Procedure	<b>Approved by:</b>	Research Management and Governance Committee
<b>Directorate:</b>	CMO + Medical Services	<b>Section:</b>	Research
<b>Author/Prepared by:</b>	Dr Ainsley Robinson	<b>Position:</b>	Clinical Trials Coordinator


person to ensure verification of each person’s identity and to confirm the identity of the participant who is giving valid consent.

- A description of how study procedures, visits, assessments, collection of data and medical consultations will be undertaken e.g. they may be conducted in person or via telehealth or a combination of both, are to be clearly detailed in the HREC application and the PICF and clearly described to the participant during the consent process.
- With telehealth, all measures will be taken to ensure privacy and confidentiality of the participant’s identity.
- If Informed Consent is obtained by telephone, this must be recorded on the Informed Consent Form and in the participant’s health and medical record, and/or Source Document (as an example): “The protocol was discussed with [participant’s name] via telephone on [DD/MMM/YYYY].” The Investigator must then sign the Consent Form on the date they received the Consent Form, NOT the date they obtained consent from the participant.

### 3.3.2. Process for Confirming Consent when New Information Arises

- This process applies to the necessity to obtain and document a participant’s expressed willingness to remain in a study. This may arise if changes/amendments are made to the Protocol after the trial has started. The PI or delegate must contact the HREC to obtain ethical approval for these changes and to discuss the need, or immediacy of need, to inform existing participants.
- The PI will ensure that all currently enrolled participants are re-contacted in a timely manner with the relevant new information as approved by an HREC. Unless there is a significant safety concern HRECs will not usually require that patients/participants be recontacted immediately. There are potential implications for blinding of any studies and care must be taken when developing the process for recontact. If approved by the HREC, continued consent may be obtained verbally and recorded in the participant’s medical records and Source Documents.
- Where there is an amendment to the PICF, this should be signed by the participant as confirmation of their understanding of any new participant obligations and willingness to continue in the trial. This must be recorded and kept in the medical records and the ISF.

The PICF provided to participants should be revised if important new information becomes available that may impact on the participants’ continued consent. Participants may withdraw their consent at any time without giving a reason. Participants should be contacted for continued consent promptly to confirm their willingness to continue in the trial. If approved by an ethics committee, the re-consent may be obtained by telephone.

		<b>TITLE: Clinical Trial Standard Operating Procedure 09: Participant Informed Consent Process &amp; Documentation</b>	
<b>Document Type:</b>	Procedure	<b>Approved by:</b>	Research Management and Governance Committee
<b>Directorate:</b>	CMO + Medical Services	<b>Section:</b>	Research
<b>Author/Prepared by:</b>	Dr Ainsley Robinson	<b>Position:</b>	Clinical Trials Coordinator


### 3.4. Research Involving Participants who are Unable to Give Consent

- The investigator must ensure that [NHMRC National Statement, Chapter 2.2, ICH GCP E6 \(R2\) 4.8.15](#), Federal, State, and other relevant legislations are complied with, and the following is taken into consideration:
  - The Declaration of Helsinki states that research involving participants who are physically or mentally capable of giving consent, for example, unconscious patients, may be done only if the physical or mental condition that prevents giving Informed Consent is a necessary characteristic of the research group. In other words, in these cases, the study must be relevant to the physical or mental condition of the participant that prevents them from being able to consent to participate in the study.
  - Where an adult is unable to give consent to participate in a study and a legally authorised representative is not available, once the Investigator has received HREC approval, the Investigator may apply under the relevant jurisdictional Act to obtain consent for the adult to participate in research that involves a 'medical research procedure' or 'experimental health care' – provided the relevant legislated criteria apply.

### 3.5. Informed Consent Documentation

Ensure the essential elements are present as described in the [NHMRC National Statement, Chapter 2.2](#) and [ICH GCP E6 \(R2\) Section 4.8.10](#).

- The Master PICF is supplied by the Sponsor. Any necessary national or local adaptation for the ethics review process will be made as required for submission to the reviewing HREC.
- Once the PICF is signed and dated by both participant and the Investigator, the original PICF is kept in the participant's health and medical record and a copy is given to the participant.
- Storage of Informed Consent documents maybe at the Satellite Site, at the Primary Site or at both sites (refer to [GVH CT-SOP-07-The Study Master File](#)).
- Where consent has been obtained by telehealth or telephone, once the PICF is signed and dated by both the participant and the Investigator (and any other person present for example an interpreter), the participant is to tick the statement identifying that consent was obtained by telehealth or telephone with the name of the Investigator. Similarly, the Investigator is to tick the statement identifying that consent was obtained by telehealth or telephone with the name of the participant. The participant's original PICF is kept in the participant's medical record (electronic or paper), a copy is given to the participant and:
  - where paper records are kept, a certified copy of the participant's signed and dated PICF is sent to the Primary Site for filing in the participant's medical record with the Investigator's signed and dated original. The investigator to add the date the participant's PICF was received;
  - where electronic records are kept, both signed PICFs are uploaded into the participant's electronic medical record, a certified copy of the PICF is not required;

	<b>TITLE: Clinical Trial Standard Operating Procedure 09: Participant Informed Consent Process &amp; Documentation</b>		
<b>Document Type:</b>	Procedure	<b>Approved by:</b>	Research Management and Governance Committee
<b>Directorate:</b>	CMO + Medical Services	<b>Section:</b>	Research
<b>Author/Prepared by:</b>	Dr Ainsley Robinson	<b>Position:</b>	Clinical Trials Coordinator

- If the participant requests a copy of the PICF with the Investigator's signature, obtain a copy of the Investigator's signed PICF and give to the participant.

A HREC may approve a Master PICF amended with preapproved local adaptations such as:


- Involvement in this study may require the Investigators to access records involving instances where I have been transported by ambulance. These records may include information relevant to the safety and efficacy of the study material and may help improve the scientific findings. The Investigator warrants that they will treat the information with the strictest confidence and abide by all relevant privacy policies and legislation.
- By signing this consent form, I give permission for the study Investigator to obtain information from the following:
  - ambulance transportation;
  - any admission to any hospital;
  - Emergency Department visits;
  - stays in an observation unit;
  - information from my local doctor;
  - for the term of the study period.

The information collected from these places/persons will only be requested if it is required for this study and will only be used for the purpose of this study.

The appropriate pre-approved wording relating to the use of contraception where a site has a specific requirement.

Pre-approved statements that may be added to the PICF where consent is obtained by telehealth/telephone include the following examples:

- Consent was obtained using telehealth with "Name of Investigator", whose identification was sighted by the participant who observed the Investigator's signature being written.
- Consent was obtained using telehealth with "Name of participant", whose identification was sighted by the Investigator who observed the participant's signature being written.
- Consent was obtained via telephone with "Name of Investigator", on [DD/MMM/YYYY]
- Consent was obtained via telephone with "Name of participant", on [DD/MMM/YYYY].
- Participant's signed consent form received by the Investigator on [DDMMMYYYY].
- Discussed with [participant] via telephone on [insert date] and received signed consent form on [insert date]. Signed by [Investigator].

	<b>TITLE: Clinical Trial Standard Operating Procedure 09: Participant Informed Consent Process &amp; Documentation</b>		
<b>Document Type:</b>	Procedure	<b>Approved by:</b>	Research Management and Governance Committee
<b>Directorate:</b>	CMO + Medical Services	<b>Section:</b>	Research
<b>Author/Prepared by:</b>	Dr Ainsley Robinson	<b>Position:</b>	Clinical Trials Coordinator

**ABBREVIATIONS AND TERMS:**

Please refer to [Clinical Trial Standard Operating Procedure - Abbreviations and Terms](#).

**KEY ALIGNED DOCUMENTS:**

**GV Health procedures:**

- [Clinical Trial Standard Operating Procedure 02 Investigator Responsibilities](#)
- [Clinical Trial Standard Operating Procedure 03 Site Staff Qualifications, Training Records and Capability](#)
- [Clinical Trial Standard Operating Procedure 07 The Study Master File](#)
- [Consent to Treatment / Medical Procedures](#)

**KEY LEGISLATION, ACTS & STANDARDS:**

[National Safety and Quality Health Service](#) (NSQHS) Standards:

- Standard 1: Clinical Governance
- Standard 2: Partnering with Consumers

**REFERENCES:**

ICHGCP.NET, Good Clinical Practice. (2019). Ichgcp.net. <https://ichgcp.net/>

National Clinical Trials Governance Framework and User Guide | Australian Commission on Safety and Quality in Health Care. (2022). [Safetyandquality.gov.au](https://www.safetyandquality.gov.au).

<https://www.safetyandquality.gov.au/publications-and-resources/resource-library/national-clinical-trials-governance-framework-and-user-guide>

National Health and Medical Research Council (NHMRC). (2018). National statement on ethical conduct in human research (2007) - updated 2018 | NHMRC. National Health and Medical Research Council.

<https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018>

**Contributors to the document**

	<b>Name</b>	<b>Position</b>	<b>Department</b>
<b>Document Owner:</b>	Dr Md Rafiqul Islam	Director of Research	Research and Ethics
<b>Document Author:</b>	Dr Ainsley Robinson	Clinical Trials Coordinator	Research and Ethics
<b>Contributor:</b>	Dr Md Rafiqul Islam	Director of Research	Research and Ethics
<b>Committees:</b>	Executive Committee – Safety, Quality & Performance		
	Research Management and Governance Committee		
	Professor Erwin Loh, Chief Medical Officer & Executive Director, Medical Services		