



CONTROLLED TRIAL OF HIGH-RISK CORONARY INTERVENTION WITH PERCUTANEOUS LEFT VENTRICULAR UNLOADING

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE



CLINICAL TRIALS UNIT

Working Practice Document: RANDOMISATION		
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## Table of Contents

1. Purpose of this document	3
2. Accessing the system	4
3. Passwords	6
3.1 Forgotten passwords	6
3.2 Changing a password	6
4. Auto time-out	7
5. Randomisation Procedure	8
5.1 Randomising patients	8
6. Contacting the CHIP-BCIS3 CTU	11

## **1. Purpose of this document**

The purpose of this document is to give an overview of the online randomisation system for the CHIP-BCIS3 trial: **C**ontrolled trial of **H**igh-risk coronary **I**ntervention with **P**ercutaneous left ventricular unloading.

## 2. Accessing the system

The only staff that will be granted access to the randomisation system from the sites are the staff undertaking randomisation procedures. They will be issued 'Investigator' accounts which allow them to randomise patients and view the data for their site. Although they are labelled 'Investigator' accounts, this can be any site staff personnel delegated to randomise (e.g. research nurses, pharmacists, or clinicians).

Staff at the LSHTM (London School of Hygiene and Tropical Medicine) CTU (Clinical Trials Unit) will have 'Administrator' accounts, which allow them to create accounts and view the data for all sites.

Access to the randomisation system is via <https://www.sealedenvelope.com/access/> and users must log in with their email address and password before access is granted (see Figure 1).

**Note:** the screenshots shown below are taken from the testing site which uses dummy data.

Figure 1:

Access

### Please log in

To log in you must enter your registered email address and password.

Email address:

Password:

[Log in](#)

[Forgot your password?](#)

Programs and data held on this server are PRIVATE PROPERTY. Unauthorised access is prohibited and is contrary to the Computer Misuse Act 1990, which may result in criminal offences and a claim for damages. Users are reminded to keep their log in details confidential and never to share them with any other person. Users must [contact Sealed Envelope Ltd](#) immediately if they become aware of any suspicious activity.

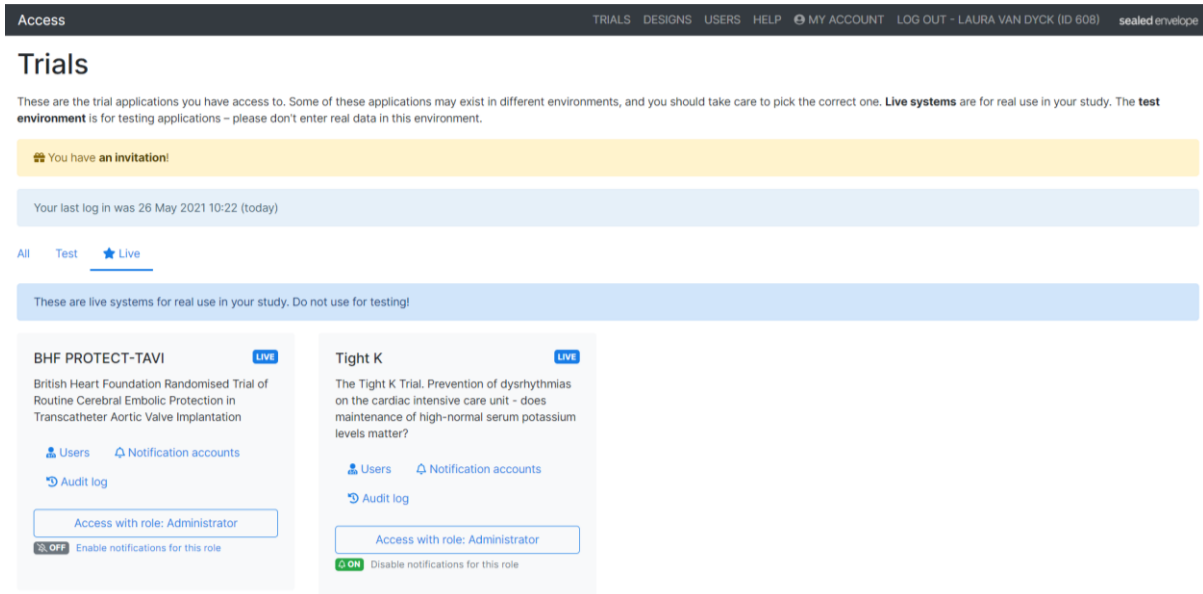
2021-05-28T09:15:45+00:00

If a user does not have an account, or provides an incorrect password they will not be allowed access. Investigator accounts will be set up by a member of the Clinical Trials Unit (CTU) team. This will only occur once the appropriate training has taken place and the training and delegation logs have been signed.

When a user has logged in their name and unique user ID is always shown at the top of every page in the navigation bar.

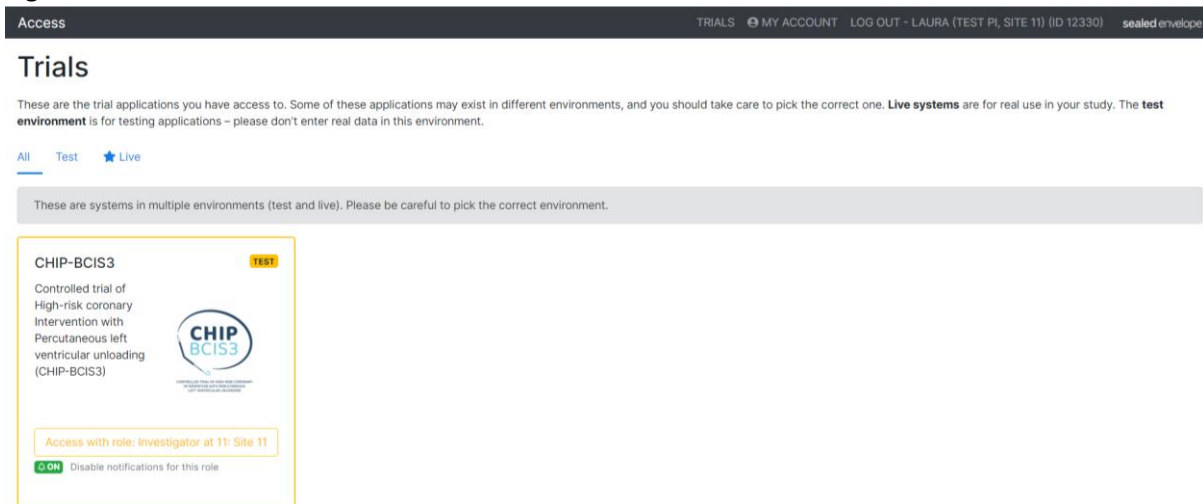
After logging in for the first time the user will see Figure 2 (the "Access" page) and this will show a message that reads 'you have an invitation'. The user should click on this link and accept the invitation, this will add the trial to their access page.

Figure 2:



The user should then click on the “Access with role” link to enter the study, as shown in Figure 3.

Figure 3:



Once a user has finished using the database application, it is good practice to log out. This is particularly important if the user is using a shared computer or a computer that is not their own. To log out, click on the “Logout” link in the navigation bar at the top of the page.

**Note: To comply with good clinical practice (GCP), it is very important that users do not share accounts or allow others to access their accounts, even temporarily. If a user has forgotten their details or is unable to log in, please refer to section 3 for more information.**

### 3. Passwords

#### 3.1 Forgotten passwords

Forgotten passwords can be reset by users by clicking the “Forgot your password?” link on the login page. This can only be done if they have set up a recovery email address (different to the account email address) or mobile phone number. If a user forgets their password but has not set up recovery contact details, they should contact the CHIP-BCIS3 CTU and the user’s password will be reset. This sends out a new password by email to the account holder.

It is highly recommended that users provide recovery details on their user account.

**Requests for password resets made by investigators to Sealed Envelope will be referred to the CHIP-BCIS3 CTU to ensure the validity of the request. Note: there is no way to see a user’s current password – they are stored in an encrypted format that not even Sealed Envelope\* staff can decrypt.**

\*Sealed Envelope is the organisation responsible for developing and maintaining the CHIP-BCIS3 data management systems (<https://www.sealedenvelope.com/>).

#### 3.2 Changing a password

If a user would like to change their password, click on the “My Account” link at the top of the screen. This link directs the user to the screen shown in Figure 4 below. To change a password it is necessary for the user to enter their existing password. New passwords must be at least 8 characters long. It is advisable to avoid using passwords that are obvious or easily guessed.

Passwords expire after 180 days, after which point a user is forced to change their password. Users with expired passwords have no access to the system except for the change password screen. From this screen it is also possible to update your email address, and add (or update) a back-up email address or mobile phone number.

Figure 4:

The screenshot shows a user account management interface. At the top, there is a navigation bar with 'Access' on the left and 'TRIALS MY ACCOUNT LOG OUT - LAURA (TEST PI, SITE 1) (ID 12330) sealed envelope' on the right. The main content is divided into two columns. The left column is titled 'My account' and 'Update your details'. It contains a 'Name' field with 'Laura Van Dyck', an 'Email address' field with 'laura.vandyck@ishtm.ac.uk', and a 'Timezone' dropdown menu set to '(GMT+00:00) UTC'. Below these is a blue callout box with a plus icon and the text: 'Add a back-up email address or mobile phone number to allow you to reset your password if you forget it'. This box contains a 'Back-up email address' field with 'me@alternative.com', a 'Country' dropdown set to 'United Kingdom', and a 'Mobile phone number' field with '7000 777777'. A note below the mobile number field states: 'This number will only be used for account security purposes'. At the bottom of the left column is the text: 'Confirm your current password to make changes to your account'. The right column is titled 'Change your password'. It shows the last password change date: 'You last changed your password Wed, 26 May 2021 2:48pm UTC (2 days ago)'. It includes a 'Confirm your current password' field with 'current password', a 'Some password suggestions:' section with three suggestions: 'ether deacon flex', 'rotc xp zealot', and 'decree aubrey farce', and a 'Suggest more passwords' button. Below this is a 'Your new password' field with 'new password' and a note: 'Your new password must be at least 8 characters long'. This is followed by a 'Confirm your new password' field with 'new password again' and a blue 'Change' button. A final note at the bottom of the right column states: 'You cannot submit this form with a weak password'.

#### 4. Auto time-out

After a set period of inactivity (15-20 minutes), the user is automatically logged out of the system.

## 5. Randomisation Procedure

### 5.1 Randomising patients

Randomising will be done only by the member of staff whom has been delegated this responsibility by the principal investigator as evidenced by documentation in the delegation log.

To randomise a patient to the CHIP-BCIS3 trial:

1. Log in to the system
2. Click the “Randomise” link on the top left hand side of the screen on the navigation bar, which will open the randomisation data entry screen
3. Use the “Randomise” screen to enter the inclusion/exclusion criteria (see Figure 5) and click “Randomise”

Figure 5:

This is a test system for your user acceptance testing. Do not enter real data!

CHIP-BCIS3 TRIALS HELP MY ACCOUNT LOG OUT - LAURA (TEST PI, SITE 11) (ID 12330 - INVESTIGATOR AT 11: SITE 11) sealed envelope

Randomise Randomisations Queries

## Randomisation

Complete this form to add a new subject to Red Pill. No other forms will be accessible until this form has been entered.

### Randomisation

Patient ID  
Automatically generated

Month and year of birth\*

Date of informed consent\*  
28/05/2021

Time of informed consent\*

hh:mm

4. After submitting the randomisation data, the user will be asked to review it as changes will not be allowed after confirming. If you need to amend any of the details hit the “Back” button.
5. In order to complete randomisation of the patient you will have to enter your password and click “Confirm”.
6. The patient is now in the CHIP-BCIS3 trial and a pop up (Figure 6a) followed by the confirmation screen will appear (see Figure 6b). This will confirm the CHIP-BCIS3 patient ID number, randomisation details and treatment allocated.



Figure 6a:

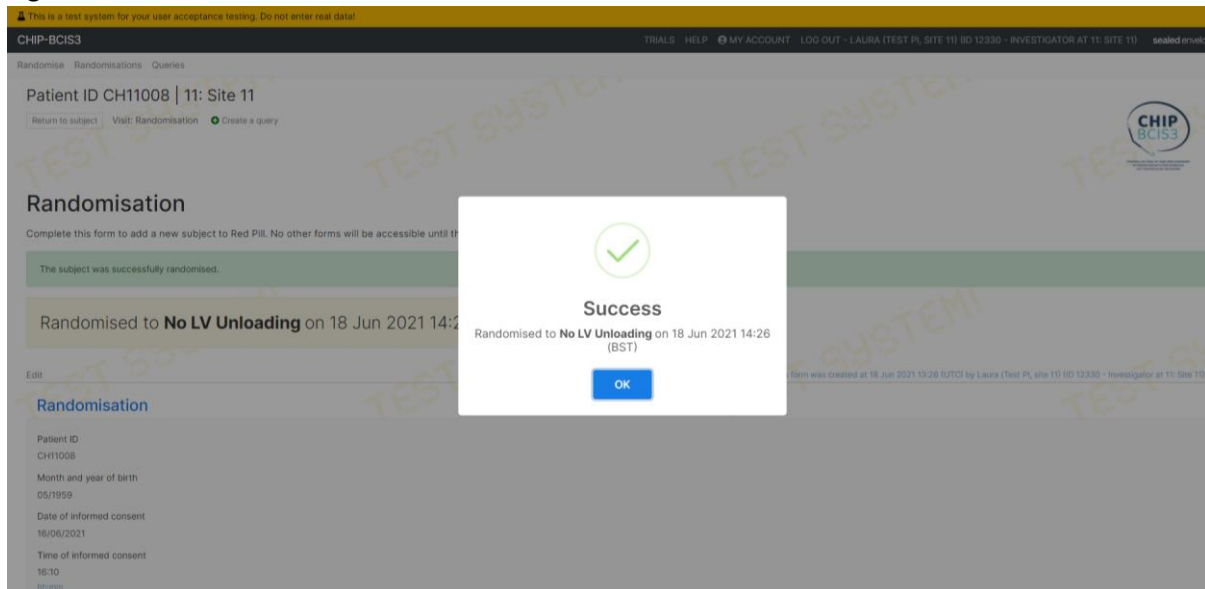
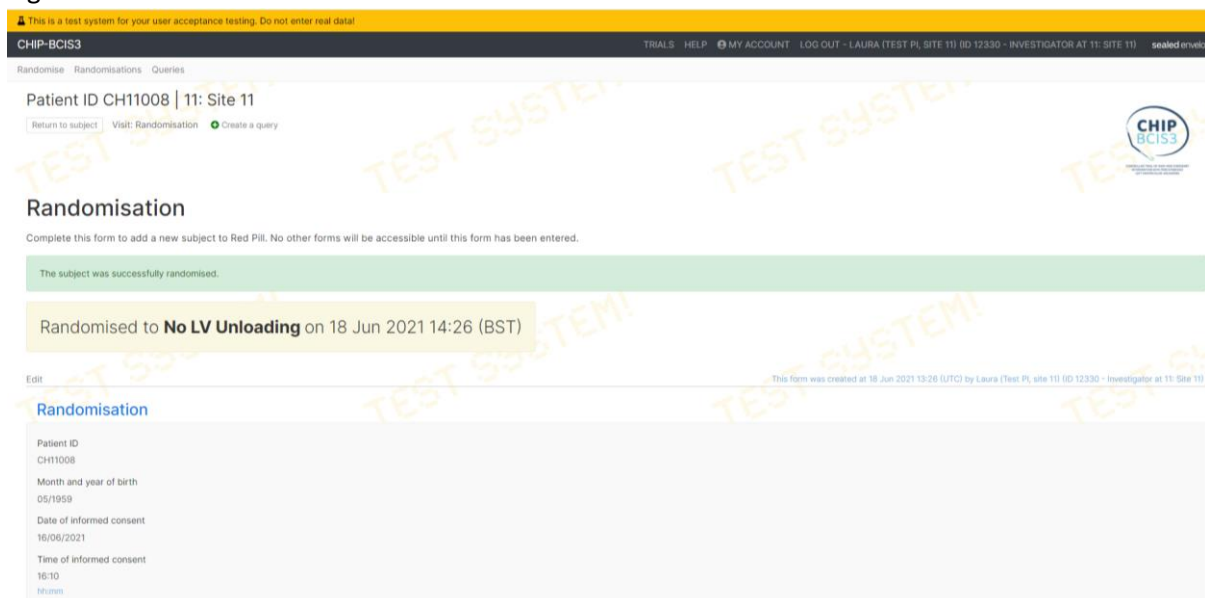


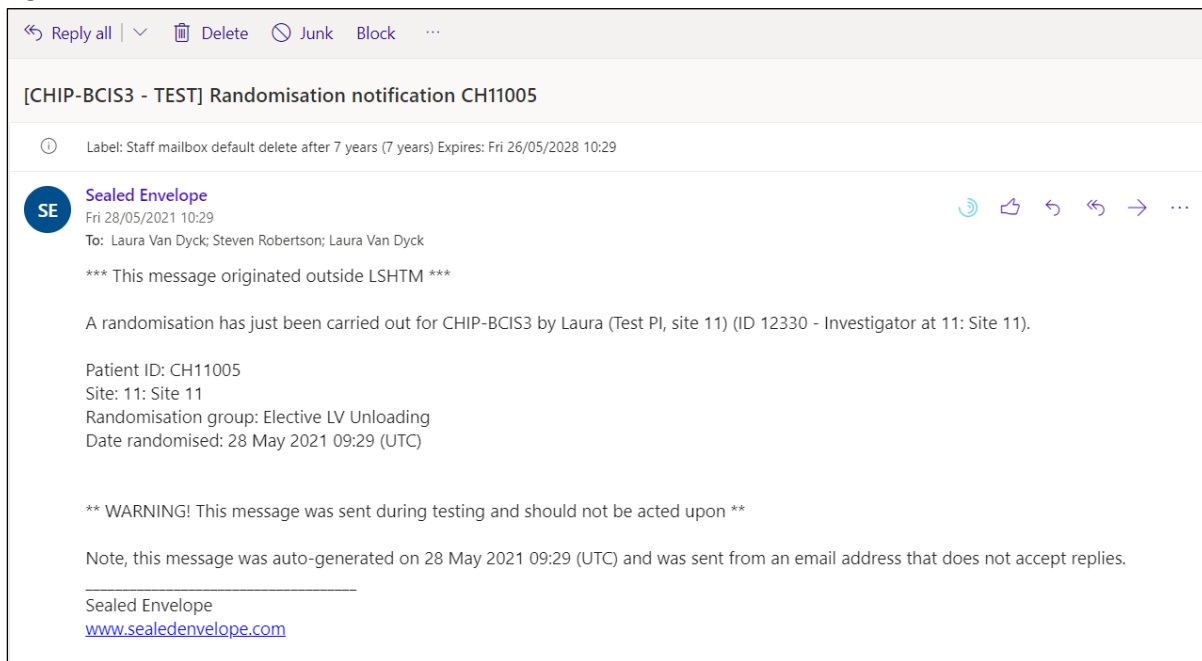
Figure 6b:



### Email confirmation

The CHIP-BCIS3 CTU and all staff with 'Investigator' accounts at the site will be sent an email containing the CHIP-BCIS3 patient ID number and treatment allocation (see Figure 7).

Figure 7:



Following randomisation, ensure that the treatment is carried out as per the randomisation allocation.

## **6. Contacting the CHIP-BCIS3 CTU**

If you require help with this instruction manual please contact the CHIP-BCIS3 CTU by emailing us at [chip-bcis3@LSHTM.ac.uk](mailto:chip-bcis3@LSHTM.ac.uk)

The CHIP-BCIS3 CTU is based at the London School of Hygiene and Tropical Medicine (LSHTM) which is part of the University of London.