



REPUBLIC OF KENYA
MINISTRY OF HEALTH

PHARMACY AND POISONS BOARD

**GUIDELINES FOR THE CONDUCT OF CLINICAL TRIALS
IN KENYA**

September 2022

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Abbreviations and Acronyms

ADR	Adverse Drug Reaction
AE	Adverse Event
CRF	Case Report Form
CT	Clinical Trial
CRO	Contract Research Organization
DSMB	Data and Safety Monitoring Board
IDMC	Independent Data Monitoring Committee (IDMC)
GCP	Good Clinical Practice
GMP	Good Manufacturing Practice
IEC	Independent Ethics Committee
IP	Investigational product
IB	Investigator's Brochure
MABEL	Minimum Anticipated Biological Effect Level
MTA	Material Transfer Agreement
MABEL	Minimum Anticipated Biological Effect Level
MTA	Material Transfer Agreement
NOAEL	No Observed Adverse Effect Level
NOEL	No Observed Effect Level
PPB	Pharmacy and Poisons Board
PSUR	Periodic Safety Update Report
PI	Principal Investigator
QA	Quality Assurance
QC	Quality Control
SAE	Serious Adverse Event
SUSAR	Suspected Unexpected Serious Adverse Reaction

Glossary of Terms

Adverse Drug Reaction: All noxious and unintended responses to a clinical trial study or interventional product related to any dose or all unintended noxious responses to a registered medicinal product which occurs at doses normally used in humans for prophylaxis, diagnosis, or therapy of diseases or for modification of physiological function.

Adverse Event: Any untoward medical occurrence in a patient or clinical investigation study participant administered a study or intervention product and which does not necessarily have a causal relationship with the treatment. An adverse event (AE) can therefore be any unfavorable and unintended sign (including an abnormal laboratory finding), symptom, or disease temporarily associated with the use of an investigational medicinal product (IMP), whether or not related to the IMP.

Applicant: An investigator or sponsor applying to conduct a clinical trial – Sponsor/sponsor representative.

Assent: A child's affirmative agreement to participate in research, where the child is below the age of the majority but old enough to understand the proposed research in general, its expected risks and possible benefits and the activities expected of them as participants.

Audit: A systematic examination, carried out independently of those directly involved in the trial, to determine whether the conduct of a trial complies with the agreed study protocol and whether data reported are consistent with those on records at the site.

Audit Report: A written evaluation by the sponsor's auditor of the results of the audit.

Case Report Form: A form used to record data on each trial participant during the trial, as defined by the study protocol.

Clinical Trial: Any systematic study on pharmaceutical products in human subjects, whether in patients or other volunteers, to discover or verify the effects of, identify any adverse reactions to investigational products, to study the absorption, distribution, metabolism, and excretion of the products with the object of ascertaining their efficacy and safety. Clinical trials are generally classified into Phases I to IV.

Blinding/Masking

A procedure in which study participants, investigators or data analysts are kept unaware of the treatment assignment(s). Single-blinding usually refers to the study participant(s) being unaware and double-blinding usually refers to the study participant(s), investigator(s), and data analyst(s) being unaware of the treatment assignment(s).

Clinical Trial Report: A written description of a trial/study of any therapeutic or prophylactic agent conducted in human study participants in which the clinical and statistical description, presentations, and analyses are fully integrated into a single report.

Comparator: A medicinal or marketed product (Active or placebo) used as a reference in a clinical trial.

Confidentiality: Maintenance of the privacy of trial participants including their personal identity and all personal medical information.

Contract Research Organization: An individual or organization contracted by the sponsor to perform one or more of a sponsor's trial-related duties and functions.

Data and Safety Monitoring Board or may also be called an Independent Data Monitoring Committee (IDMC): An independent data monitoring committee that may be established by the sponsor to assess at intervals the progress of a clinical trial, the safety data and the critical efficacy endpoints and to recommend to the sponsor whether to continue, modify, or stop a trial.

Documentation: All records, in any form, that describes the methods, conduct, and/or results of a clinical trial, the factors affecting a trial, and the actions taken.

Drug: Any substance in a pharmaceutical product that is used to modify or explore physiological systems or pathological states for the benefit of the recipient. The term drug is used in a wider sense to include the whole formulated and registered product, including the presentation and packaging, and accompanying information.

Emancipated Minors: A child who has been granted the status of adulthood by a court order or other formal arrangement.

Essential Documents: Documents which individually and collectively permit evaluation of the conduct of a clinical trial and the quality of the data produced.

Ethical Clearance: An authorization issued by an NACOSTI-accredited ethics committee to conduct a clinical trial in Kenya.

Good Clinical Practice: A standard for the design, conduct, performance, and monitoring, auditing, recording, analyses and reporting of clinical trials that provide assurance that the data and reported results are credible and accurate and that the rights, integrity, and confidentiality of trial study participants are protected.

Good Manufacturing Practice: That part of Quality Assurance which ensures that products are consistently produced and controlled to the quality standards appropriate to their intended use.

Impartial Witness: A person, who is independent of the trial, who cannot be unfairly influenced by people involved with the trial, who attends the informed consent process if the study participant or the study participant's legally acceptable representative cannot read, and who reads the informed consent form and any other written information supplied to the study participant.

Independent Ethics Committee: A committee that has been formally designated to approve, monitor, and review biomedical and behavioral research involving humans with the aim to protect the integrity, rights, safety and welfare of the research participants.

Informed Consent: A process by which a participant voluntarily confirms his or her willingness to participate in a particular trial, after having been informed of all aspects of the trial that are relevant to the participant's decision to participate. Informed consent is documented by means of a written, signed and dated informed consent form.

Interim Clinical Trial/Study Report: A report of intermediate results and their evaluation based on analyses performed during the course of a trial.

Investigational product: Any pharmaceutical product including a new product or existing product for new indication in form of an active ingredient or placebo being tested or used as a reference in a clinical trial, including a product with a marketing authorization when used or assembled (formulated

or packaged) in a way different from the approved form, or when used for an unapproved indication, or when used to gain further information about an approved use.

Investigator's Brochure: A compilation of the clinical and non-clinical data on the investigational product(s) relevant to the study of the investigational product(s) in human study participants.

Legally Acceptable Representative: An individual or juridical or other body authorized under applicable law to consent, on behalf of a prospective participant, to the participant's participation in the clinical trial.

Minimum Anticipated Biological Effect Level: Anticipated dose needed to result in a biological effect in participants of a clinical trial. It is a safety window based on pharmacological threshold. The minimal anticipated biological effect level is recommended as a useful approach to calculate the Safe Starting Dose, as it is the lowest dose that is active.

Minor: All individuals from the ages of birth until the legal age of adulthood which is 18 years in Kenya.

Material Transfer Agreement: A written agreement entered into by a *provider* and a *recipient* of research material, aimed at protecting the intellectual and other property rights of the provider while permitting research with the material to proceed.

Legally Acceptable Representative: An individual or juridical or other body authorized under applicable law to consent, on behalf of a prospective participant, to the participant's participation in the clinical trial.

Minimum Anticipated Biological Effect Level: Anticipated dose needed to result in a biological effect in participants of a clinical trial. It is a safety window based on pharmacological threshold. The minimal anticipated biological effect level is recommended as a useful approach to calculate the Safe Starting Dose, as it is the lowest dose that is active.

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Material Transfer Agreement: A written agreement entered into by a *provider* and a *recipient* of research material, aimed at protecting the intellectual and other property rights of the provider while permitting research

with the material to proceed.

Monitor: A person appointed by, and responsible to the sponsor or Contract Research Organization (CRO) for the monitoring and reporting of progress of the trial and for verification of data.

Monitoring Report: A written report from the monitor to the sponsor after each site visit and/or other trial-related communication according to the sponsor's SOPs.

No Observed Adverse Effect Level: The highest dose level that does not produce a significant increase in adverse effects (AEs) in comparison to the control group

No Observed Effect Level: Greatest concentration or amount of a substance, found by experiment or observation, that causes no alteration of morphology, functional capacity, growth, development, or lifespan of the target organism distinguishable from those observed in normal (control) organisms of the same species and strain under the same defined conditions of exposure.

Phase I Clinical Trial: The purpose of these trials is to obtain preliminary data on safety of investigational products such as medicines or vaccines, or devices. These studies are carried out in a small number of healthy volunteers.

Phase II Clinical Trial: The purpose of these trials is to demonstrate therapeutic activity of medicines, or immunogenicity of vaccines, and to determine appropriate dose ranges or regimens. In addition, these trials obtain additional safety data. These studies are routinely carried out in patients. They are frequently split into two phases IIA (proof of Concept) and IIB (Dose finding). These studies provide early efficacy data.

Phase III Clinical Trial: These are large trials aimed at determining efficacy of the investigational product. Generally, the conditions under which these trials are carried out should be as close as possible to normal conditions of use. The information obtained in this phase and the other two phases is used for licensure of the investigational product. Safety data is also collected in Phase III Trials. Phase IIIB are studies conducted just before or during regulatory filing to provide evidence to support product claims and to demonstrate safety in larger and more diverse populations.

Phase IV Clinical Trial: These are studies performed after registration of the medicinal product for use by the general public. It is often referred to as Post-Marketing Surveillance Studies, these are studies designed to monitor effectiveness of the approved intervention in the general population and to collect information about any adverse effects associated with the widespread use.

Placebo: An inactive substance or treatment (inert substances with no pharmacologic activity) that looks the same as, and is given in the same way as, an active drug or intervention/treatment being studied.

Multi-centre Trial: A clinical trial conducted according to a single protocol but at more than one site, and therefore, carried out by more than one Principal Investigator.

Participant/study Participant: An individual who participates in a clinical trial, either as a recipient of the investigational product or as a control

Pre-clinical Studies: Non-Human studies for product development.

Protocol: A document that states the background, rationale and objectives of the trial and describes its design, methodology and organization, including statistical considerations, and the conditions under which it is to be performed and managed. The protocol should be dated and signed by the investigator, the institution involved and the sponsor.

Protocol Amendment: A written description of change(s) to or a formal clarification of a study protocol.

Periodic Safety Update Report: A report containing update safety data pertaining to a registered/approved medicinal product for human use, as well as a scientific evaluation report regarding the product's benefits and risks.

Principal Investigator: An appropriately qualified person responsible for the conduct of the clinical trial.

If there is more than one trial site in Kenya, there shall be a Coordinator who will be responsible for all the sites in Kenya. For clinical trials conducted in Kenya the site PI must be resident in the country. The Principal Investigator is the leader of the team and can delegate responsibilities to sub-investigators.

Quality Assurance: All those planned and systematic actions that are established to ensure that the trial is performed and the data are generated,

documented (recorded), and reported in compliance with good clinical practice (GCP) requirement(s).

Quality Control: The operational techniques and activities undertaken within the quality assurance system to verify that the requirements for quality of the trial- related activities have been fulfilled.

Randomization: The process of assigning trial participants to treatment or control groups using an element of chance to determine the assignments in order to reduce bias.

Serious Adverse Event: Any untoward medical occurrence that at any dose:

- Results in death,
- Is life threatening,
- Requires hospitalization or prolongation of existing hospitalization,
- Results in persistent or significant disability/incapacity, or
- Is a congenital anomaly/birth defect.

Source Data: All information in original records and certified copies of original records of clinical findings, observations or other activities in a clinical trial necessary for the reconstruction and evaluation of the trial. Source data are contained in source documents (original records or certified copies).

Sponsor: An individual, company, institution or organization which takes legal responsibility for the initiation, management and/or financing of a clinical trial.

Source Documents: Original documents, data and records (e.g. hospital records, clinical and office charts, laboratory notes, memoranda, study participants' diaries or evaluation checklists, pharmacy dispensing records, recorded data from automated instruments, copies or transcriptions certified after verification as being accurate copies, microfiches, photographic negatives, microfilm or magnetic media, x-rays, study participant files, and records kept at the pharmacy, at the laboratories and at medico-technical departments involved in the clinical trial).

Sub-Investigator: Any individual member of the clinical trial team designated and supervised by the principal investigator at a trial site to perform critical

trial- related procedures and/or make important trial- related decisions.

Suspected Unexpected Serious Adverse Reaction: A serious adverse reaction that is not Identified in practice, severity or frequency by the reference safety information.

Trial Site: A facility with appropriate infrastructure to support the conduct of a specific clinical trial.

Vulnerable Study Participants: Individuals whose decision to participate in a clinical trial may be unduly influenced by the expectation of benefits associated with participation, or by coercion. This includes but is not limited to medical students, members of the uniformed forces, prisoners, minors, orphans, homeless, unemployed, refugees and the mentally challenged.

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1. The Ministry of Health
2. Our stakeholders,
3. Partners and
4. Clients

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We thank the trial participants who will be the ultimate beneficiaries of this guideline.

1.0 Foreword

The Pharmacy and Poisons Board recognizes the importance of Research and Development of new medicines, medical devices, or procedures in the attainment of national health, social and economic goals. Clinical research must nonetheless be conducted under conditions that satisfy ethical and scientific quality standards.

PPB will endeavor to provide a regulatory environment that avoids unnecessary delays in the clinical trial authorization process while providing safeguards for quality, efficacy, and public health. Consequently, the Expert Committee on Clinical Trials (ECCT) of the PPB has developed these guidelines to assist clinicians, researchers, pharmaceutical industry, sponsors, and investigators to easily navigate the Kenyan clinical trial authorization process.

The guidelines provide information on the current minimum requirements for authorization to conduct clinical studies involving investigational drugs, medical devices, or herbal drugs. It provides an application form and specifies procedures for approval of protocol amendments. It gives requirements for reporting serious adverse events (SAEs) and suspected unexpected serious adverse events (SUSARs). Also provided is information regarding data and safety monitoring board (DSMB), submission of progress reports, procedures for termination of clinical trials, and inspection of trial sites.

The appropriate forms have been attached as appendices at the end of the guidelines. We hope you will find this document beneficial in your daily practice in clinical research.

We undertake to review these guidelines and incorporate up-to-date practices, as may be necessary for our setting. Hence, your feedback is valuable to us. Do send us your comments.


Dr F. M Siyoi

CHIEF EXECUTIVE OFFICER

Introduction

Clinical trials are a very important part in the process of drug development. In the recent past, Africa and Kenya in particular has seen increased numbers of requests for approval to conduct clinical trials. In order to facilitate research and the continuous discovery of medicines, but to also ensure the safety, well-being of participants and integrity of the data generated, PPB has developed this guideline.

As the institution responsible for the regulation of medicines and also the final approval of conduct of clinical trials in Kenya, the Pharmacy and Poisons Board developed the first guidelines on conduct of clinical trials in the year 2011. Since then, there are a number of changes that have taken place necessitating the development of this Fourth edition.

Some of the additions in this edition are;

1. Additional / revised Definitions
2. Edits to comply with QMS requirements
3. Revised review and approval flowcharts
4. Alignment with the Pharmacy and Poisons (Conduct of Clinical Trials) Rules, 2022

This guideline has been developed to address the concerns that clinical trials investigators had with the previous edition and to also update the document as per the current practice around the world.

In addition, the guideline also gives the process of review approval and monitoring of the clinical trials in Kenya.

1.1 Legal Framework

The regulation for the conduct of clinical trials is governed under the provisions of Section 25A of the Pharmacy and Poisons Act, Cap 244 Laws of Kenya (hereinafter referred to as the “Act”) and the Subsidiary Legislation thereunder.

The Board, under Section 3A of the Act, is empowered to grant or withdraw authorization for conducting clinical trials of medical

products; investigate conduct related to the manufacture, import, export, storage, distribution, sale and use of medical products; constitute technical and expert advisory committees and institute administrative, civil and criminal proceedings.

In performing its functions in regulation of health products and technologies, the Board, under Section 3B(2)(o) and (p) of the Act, approves and regulates clinical trials including approving the use of unregistered medicinal substances for purposes of clinical trials and compassionate use.

Section 25A of the Act gives an elaborate outline on regulation of clinical trials which includes approval of the relevant ethics body. In regulation, the Board is mandated under Section 3B (2)(r) of the Act to collaborate with other national, regional and international institutions. Therefore, the Board recognizes the role played by the National Commission for Science, Technology and Innovation (NACOSTI) established under the Science, Technology and Innovation Act, 2013 (STI Act) which is mandated to accredit research institutes and approve all scientific research in Kenya. The Science Technology and Innovation (Relevance and Quality Assurance in Research) Regulations, 2014 under rule 7 makes it a requirement for the establishment of an institutional scientific and ethical review committee accredited by the Commission, which are then recognized by the Board before approval of a clinical trial.

In addition to the foregoing, it is a requirement for every practicing registered pharmacist and enrolled pharmaceutical technologist, practicing in their private capacity, government, faith-based institutions, non-governmental organizations, training institutions, research organizations or any other institution, to have a valid practicing license under the provisions of Section 9C (3) of the Act.

1.2 **Scope**

The guideline for Conduct of Clinical Trials in Kenya is applicable to all stakeholders in clinical research, to provide guidance into Clinical Trial application submission, review, approval and monitoring in Kenya

1.3 **Vision**

To be a global leader in promoting and protecting public health

1.4 **Mission**

To protect and promote the health of the public by regulating the profession of pharmacy and ensuring access to quality, safe, efficacious and affordable medical products and health technologies

1.5 **Corporate Values and Principles**

The board seeks to cultivate a conducive and responsive organizational culture for both internal and external stakeholders and enhance service delivery by embracing the following core values;

1. Commitment to public health
2. Professionalism
3. Accountability and transparency
4. Integrity and respect
5. Quality
6. Diversity and Inclusion

1.6 **Core Functions**

1. Ensure the quality, safety and efficacy of medical products and health technologies.
2. Regulation of training and practice of pharmacy.
3. Advising the government on any matter relating to the regulation of medical products, health technologies and pharmaceutical services.

Application Requirements

- 1.7 An application to conduct a clinical trial is required for any study that intends to use human participants for the testing

of:

- 1.7.1 Unregistered medicines, vaccines or medical devices
 - 1.7.2 Registered medicines or medical devices where the proposed clinical trials are outside the conditions of approval for registration. These may include changes to:
 - 1.7.2.1 Indications and clinical use
 - 1.7.2.2 Target patient population(s)
 - 1.7.2.3 Routes of administration
 - 1.7.2.4 Dosage regimens
 - 1.7.3 Comparative bioavailability trials
 - 1.7.4 Studies intended to generate data on a product that is registered in Kenya based on foreign-generated data.
 - 1.7.5 Studies to establish Bioequivalence for registration of generic products
 - 1.7.6 Studies to identify any adverse reactions to one or more medicinal products
 - 1.7.7 Studies to generate information on the absorption distribution, metabolism and excretion of one or more medicinal products;
 - 1.7.8 Or any study that is going to use an investigational product/medicine/device on human beings.
 - 1.7.9 Post- Marketing clinical trials (Phase IV) of registered medicines including the efficacy studies monitoring resistance
- 1.8 Exemptions;
- 1.8.1 Exempt status may not be determined by the researcher (Investigators may not self-exempt).
 - 1.8.2 This guideline does not cover randomized controlled trials relating to behavioral interventions.
 - 1.8.3 Research in adults involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey

procedures, interview procedures, or observation of public behavior, unless:

1.8.3.1 Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and

1.8.3.2 Any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. Note: This exemption does not apply to research in the pediatric population.

1.8.4 Research involving the collection or study of existing data, documents, or pathological or diagnostic specimens if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

1.9 An application to conduct a clinical trial should be made by the sponsor or sponsor's representative/principal investigator and is known as the Applicant.

1.10 For multi-site trial in Kenya, there shall only be one application filed by the Sponsor but there shall be Coordinating PI who shall be responsible for all the sites. In addition, the application should have the site specific addendum which should have the details of the sites including the infrastructure and staff capability to conduct the study.

1.11 An application must be made by completing the appropriate online application form (Annex 1; FOM015/CTR/SOP/003) on <https://ctr.pharmacyboardkenya.org/users/login> and submitting this together with the required supporting documents and an application fee of USD 1,000.00 (or its equivalent in Kenya Shillings

at the prevailing bank rates). Application guidelines can be downloaded from the PPB website: <https://web.pharmacyboardkenya.org/clinical-trials>

1.12 An application to conduct a clinical trial shall include all the documents as indicated in Annex 2 (**FOM010/CTR/SOP/003**)

NB: Any application that does not meet the listed requirements will not be accepted for review.

Procedures for Acceptance, Review, and Approval of Applications

Application

1.13 All applications to conduct a clinical trial will be received online at the Clinical Trial Division of the Product Safety Department of the Pharmacy and Poisons Board.

1.14 On receipt, the application will be screened for completeness prior to acceptance according to the receipt SOP (**HPT/PDS/CTR/SOP/003**).

Application Reference Number:

1.15 When an application for a Clinical Trial is accepted, an automatic system generated reference number for will be issued for each application. This PPB/ECCT reference number must be quoted in all correspondence concerning the application in the future. This will be communicated through email of the applicant or through the clinical trials online system.

Review

1.16 The Pharmacy & Poisons Board shall appoint an Expert Committee on Clinical Trials (ECCT) who together with PPB staff shall be responsible for review of the submitted applications.

1.17 Applications will be reviewed according to Standard Operating Procedures of the Unit (HPT/PDS/CTR/SOP/004, HPT/PDS/CTR/SOP/005).

- 1.18 Each ECCT member prior to reviewing the application will declare any conflict of interest in the study and should have no financial or personal interests, which could affect their impartiality.
- 1.19 The reviewers shall be independent of the sponsor, of the clinical trial site and the investigators involved and of persons financing the clinical trial, as well as free of any other undue influence. In the course protocol review, the reviewers shall use the standard criteria (including available clinical and non-clinical data etc.) defined by the Board irrespective of the nature of applicant.
- 1.20 Confidentiality will be maintained at all times during review.
- 1.21 PPB may approve the trial application or reject it specifying reasons for rejection.
- 1.22 The decision of the PPB (Approval, Request for Additional Information or Rejection) will be communicated in writing to the applicant within 30 working days of the receipt of a complete and valid application
- 1.23 In the case of rejection, the applicant may appeal and provide additional information to satisfy PPB requirements. In specific cases, PPB may decide to refer the matter to external experts for recommendation.
- 1.24 The review shall consider among other things;
- 1.24.1 Reliability and robustness of the data generated in the clinical trial, taking account of statistical approaches, design of the clinical trial and methodology, including sample size and randomization, comparator and endpoints;
 - 1.24.2 Compliance with the requirements concerning the manufacturing and import of investigational medicinal products and auxiliary medicinal product,
 - 1.24.3 Compliance with the labelling requirements;
 - 1.24.4 The completeness and adequateness of the investigator's brochure.
- 1.25 All decisions will be communicated to the applicant in writing

stating whether the trial has been approved as it is, or if it requires certain corrections or if it has been rejected.

- 1.26 Approval for importation of investigational products and comparator will be dependent on approval to conduct the clinical trial. The quantities approved for import shall be justifiable in relation to the study and timelines.
- 1.27 Importation of the Investigational Product will be made to the trade department of PPB by the applicant upon receipt of necessary approval of the research protocol.
- 1.28 A list of the approved/ rejected clinical trials will be updated bi-annually and can be accessed from the website; www.pharmacyboardkenya.org
- 1.29 The review process for applications will be within timelines specified in this guideline, and the same will be internally monitored. Reliance decisions for clinical trial applications shall be as per the Board's guidelines on reliance mechanisms.

Qualifications and Responsibilities of Investigators, Sponsors and Monitors

- 1.30 The principal investigator engaged in clinical trials must be appropriately qualified to conduct the study, with relevant training, and experience within the professional area. A person is qualified to be appointed as a principal investigator if that person;
 - 1.30.1 has a degree in medicine, pharmacy, pharmacology, toxicology, biochemistry, dentistry, or a related discipline from a university recognized in Kenya;
 - 1.30.2 has a valid practice license from the relevant regulatory authority;
 - 1.30.3 has a valid professional indemnity cover;
 - 1.30.4 has had formal training in Good Clinical Practice that was undertaken at least two years before the date of an application for the trial;
 - 1.30.5 has previous experience in at least two clinical trials;

- 1.30.6 is a citizen of Kenya or is permanently resident in Kenya.
- 1.31 For multi-site studies in Kenya, the coordinating investigator should be a Kenyan resident and should assume full responsibility for the trial.
- 1.32 The medical doctors in the study team responsible for the clinical care of the patients in a trial should be duly registered by the Kenya Medical and Dentists Practitioners Council.
- 1.33 The Pharmacists responsible for the handling of the investigational product/device should be duly registered by the Pharmacy and Poisons Board.
- 1.34 All investigators in a clinical trial must have had formal training in Good Clinical Practices (GCP) within the last two years. Evidence of attending GCP course should also be submitted. Otherwise, it is the responsibility of the sponsor to organize this training before the study can be implemented.
- 1.35 The sponsors, Investigators, and monitors should assume responsibilities as provided in the ICH – GCP guidelines.

Investigator

- 1.36 Investigators shall satisfy the following:
- 1.36.1 The investigator should be qualified by education, training and experience to assume responsibility for the proper conduct of the trial and should provide evidence of such qualifications and experience through an up-to-date Curriculum Vitae.
- 1.36.2 The investigator should have a current practice license from the relevant regulatory authority.
- 1.36.3 The investigator should be thoroughly familiar with the characteristics and appropriate use of the investigational product as described in the protocol, current investigator’s brochure, in the product information and in other information sources.

- 1.36.4 Have a clear understanding and willingness to obey the ethical, GCP and legal requirements in the conduct of the trial.
 - 1.36.5 To permit monitoring and auditing of the trial and inspection by PPB or appointed representatives.
 - 1.36.6 Keep a list of appropriately qualified persons to whom the investigator has delegated significant trial-related duties.
 - 1.36.7 The Principal Investigator must be an appropriately qualified and competent person having practical experience within the relevant professional area, who is resident in Kenya and who is responsible for the conduct of the clinical trial at a clinical site.
 - 1.36.8 A Principal Investigator must have had previous experience as a co-investigator in at least two trials in the relevant professional area, especially so when one wants to be a PI for larger trials or trials with more than minimum risk to study participants.
 - 1.36.9 All investigators in a clinical trial as well as the trial monitor must have had formal training in Good Clinical Practice (GCP) within the last two years.
 - 1.36.10 Have adequate time and resources to carry out the study
- 1.37 Upon signing the application form, all parties accept the responsibility that all applicable regulations and requirements will be adhered to. Furthermore, all parties are responsible for ensuring that the trial is based on and implemented according to well-founded ethical and scientific principles, which are expressed in the Helsinki Declaration and its current revisions as well as in the local and international guidelines for GCP.
- 1.38 The investigator should ensure that all persons assisting with the trial are adequately informed about the protocol, investigational product and their trial-related duties and functions.

Adequate Resources

- 1.39 The investigator should have sufficient time to properly conduct and complete the trial within the agreed trial period.
- 1.40 The investigator should have adequate number of qualified staff and adequate facilities for the duration of the trial to conduct the trial properly and safely.
- 1.41 The study should have adequate funds to carry out the clinical trial to its conclusion

Medical Care of Trial Participants

- 1.42 A qualified medical practitioner should be responsible for all trial-related medical decisions. The qualified medical practitioner should also be licensed with the Medical Practitioners and Dentists Council
- 1.43 In addition, they must have current annual Practice License at the time of submission of application to PPB.
- 1.44 The medical care given to, and medical decisions made on behalf of the participants must always be the responsibility of a qualified medical practitioner or when appropriate a qualified dentist registered with the Kenya Medical Practitioners and Dentists Council
- 1.45 During and following a participant's participation in a trial, the investigator should ensure adequate medical care is provided to a participant for any adverse events including clinically significant laboratory values related to the trial.
- 1.46 The participant should be informed when medical care is needed for inter-current illness for which the investigator becomes aware.
- 1.47 Before initiating a trial, the Principal Investigator should have the written and dated approval from the Pharmacy and Poisons Board and other relevant bodies.
- 1.48 The investigator should conduct the trial according to the approved

protocol and also according to ICH GCP.

- 1.49 The investigator shall not implement any major deviation from or changes to the protocol and Informed Consent Form without prior review and approval of the PPB and ERC except when the changes involve only logistical or administrative aspects of the trial e.g. monitor or telephone number changes or is based on issues relating to the immediate safety of participants already recruited into the trial.
- 1.50 The investigator and study pharmacist shall establish SOPs for handling of the investigational products (IP):
- 1.51 A Pharmacist who shall maintain records of the delivery process and who ensures that the product is processed and stored correctly should keep the IP(s).
- 1.52 The Pharmacist should maintain an inventory of the IP at the site, those used by each participant and the return to sponsor or alternative disposition of unused product(s).
- 1.53 The investigational product(s) should be used only on the participants participating in the trial.
- 1.54 The investigator should ensure that the IP are used only in accordance with the approved protocol.
- 1.55 The investigator should ensure that if there is blinding, it is maintained but there should be criteria or establishment for breaking of the code.
- 1.56 The investigator or a person designated by the investigator should explain the correct use of the IP to each participant and should check at appropriate intervals during the trial that each participant is following the instructions. In the case where the IP is administered to the participant the proper administration should be ensured.

- 1.57 The investigator shall guarantee the authenticity and confidentiality of the research data, the trial participants' details and information provided by sponsor.
- 1.58 The investigator shall ensure that all data is accurately collected and recorded.
- 1.59 The investigator shall ensure that all serious adverse events are reported promptly to the PPB within timelines specified in this Guideline
- 1.60 Proper protection procedures or treatments should be administered to trial participants with serious adverse events.
- 1.61 The investigator shall submit all relevant trial data to PPB in a timely manner for validation and inspection.
- 1.62 The investigator shall ensure that he has adequate Professional Indemnity insurance cover before engaging in clinical trials activities

Sponsor

- 1.63 The Sponsor shall be responsible for implementing and maintaining quality assurance and quality control systems with written SOPs to ensure that trials are conducted, and data are generated, recorded and reported in compliance with the protocol, ICH GCP and other regulatory requirements.
- 1.64 The sponsor shall be responsible for availing insurance cover for the study participants and ensure that the clinical trial institution, CRO and researchers have sufficient insurance cover for the clinical trial. The sponsor's policies and procedures should address the costs of treatment of trial participant s in the event of trial-related injuries.
- 1.65 The Sponsor shall be responsible for selecting investigators according to the availability of adequate clinical trial environment facilities and resources. In addition, the sponsor shall ensure that the investigator has sufficient training, qualifications, and

capability.

- 1.66 The Sponsor shall agree with investigator(s) on the definition, establishment and assignment of responsibilities specified in the protocol. These responsibilities include data management, unblinding of treatment codes, statistical considerations, and preparation of the final clinical report.
- 1.67 Prior to the initiation of the clinical trial, the agreement between the sponsor and investigators should be in writing as part of the protocol submitted for PPB's approval or in a separate agreement.
- 1.68 The sponsor, in a written document, may agree to transfer all related activities of the clinical trial to designated research institutions. However, all responsibility for the trial lies with the sponsor.
- 1.69 The Sponsor shall provide an up-to-date Investigator's brochure, which includes information about the products with respect to their physical, chemical, pharmacokinetic and pharmacodynamics properties obtained from animals as well as human participants and currently available results of relevant clinical trials.
- 1.70 An updated Investigator's Brochure and Drug Safety Update Report (DSUR) shall be submitted whenever available but at least once year as a notification to the board not unless there are substantial changes to the previous versions.
- 1.71 The sponsor shall submit the IND directly to PPB or may submit it through the PI
- 1.72 The Sponsor shall obtain the investigator's/institutions' agreement on the following items:
 - 1.72.1 The conduct of the trial in compliance with ICH Good Clinical Practices and also with the approved protocol;
 - 1.72.2 To be in compliance with procedures for data recording/reporting and to permit monitoring, auditing and inspection according to the protocol.

- 1.73 The sponsor and all investigators shall sign and date the protocol of the trial to confirm the agreement.
- 1.74 The Sponsor shall ensure that sufficient safety and efficacy data from non-clinical studies and/or clinical trials are available to support human exposure by the route, at the dosages for the duration and in the trial population to be studied.
- 1.75 The Sponsor shall ensure that the IP's (including active comparator(s) and placebo) is manufactured in accordance with Good Manufacturing Practices and are adequately packed and labelled in a manner that protects the blinding if applicable. In addition, the labelling should comply with the regulatory requirements
- 1.76 The Sponsor shall determine for the IP's, acceptable storage temperature and conditions, storage times, reconstitution fluids and procedures and devices for product infusion if any.
- 1.77 In blinded trials, the coding system for the IP's shall include a mechanism that permits rapid identification of the products in case of a medical emergency but does not permit undetectable breaks of the blinding.
- 1.78 If formulation changes are made to the IP or comparator products during the course of the clinical development, the results of pharmaceutical and pharmacokinetic profile of the product shall be made available to PPB prior to the use of the reformulated IP in clinical trials.
- 1.79 The sponsor shall appoint qualified and suitable trained individuals to monitor the trial.
- 1.80 The financial aspects of the trial should be documented in an agreement between the sponsor and the investigator/institution.
- 1.81 The sponsor should report to the PPB and all relevant institutions, all serious adverse events and Suspected Unexpected Serious

Adverse Reaction (SUSARs) occurring during the course of the trial. The sponsor should expedite reporting all serious adverse events to PPB and the Ethics Committee, the sponsor and the investigators should immediately undertake appropriate and necessary measures and treatment to protect the trial participants.

- 1.82 When a trial is prematurely terminated or suspended by the sponsor/investigators, PPB should be informed as soon as possible of the decision to terminate/suspend the trial and the reasons thereof by the sponsor/investigators.
- 1.83 When the trial is prematurely terminated, the sponsor shall submit a report to the PPB within 15 (fifteen) days.
- 1.84 The Sponsor shall put in place measures to ensure that the study participants have access to successful investigational products for their disease condition before the products have received a marketing authorization in Kenya.
- 1.85 Sponsors and investigators have an ethical obligation to ensure that biomedical research projects contribute effectively to national or local capacity building.
- 1.86 Capacity building may include, but is not limited to, the following activities:
 - 1.86.1 Developing technologies appropriate to health-care and biomedical research,
 - 1.86.2 Training of research and healthcare staff,
 - 1.86.3 Educating the community from which research participants will be drawn.
- 1.87 External sponsors are ethically obliged to ensure the availability of:
 - 1.87.1 Health-care services that are essential to the safe conduct of the research treatment of participants who suffer injury as a consequence of research intervention;

1.87.2 Services that are a necessary part of the commitment of a sponsor to make a beneficial intervention or product developed as a result of the research reasonably available to the population or community concerned

1.88 The following responsibilities are expected of the sponsor on the IMP:

1.88.1 Together with the principal investigator, make the application to PPB for the granting of approval to carry out the clinical trial.

1.88.2 Ensure timely delivery of investigational product(s) to the investigator(s).

1.88.3 Maintain records that document shipment, receipt, disposition, return, and destruction of the investigational product(s)

1.88.4 Maintain a system for retrieving investigational products and documenting this retrieval (e.g. for deficient product recall, reclaim after trial completion, expired product reclaim).

1.88.5 Maintain a system for the disposition of unused investigational product(s) and for the documentation of this disposition.

1.88.6 Take steps to ensure that the investigational product(s) are stable over the period of use.

1.88.7 Maintain sufficient quantities of the investigational product(s) used in the trials to reconfirm specifications, should this become necessary, and maintain records of batch sample analyses and characteristics. To the extent stability permits, samples should be retained either until the analyses of the trial data are complete or as required by the applicable regulatory requirement(s), whichever represents the longer retention period.

1.88.8 After the end of the trial, submit an executive summary report of the study within 30 days and submit a copy of the Clinical Study Report within 180 days. The report shall be according to ICH E3 format.

1.88.9 The report shall include a short but comprehensive summary of the essential findings of trial and of its methodology and should also contain a layman's summary.

Clinical Trial Protocol

1.89 A Clinical Trial Protocol is a document that describes the objectives, design, methodology, statistical considerations and organization of a clinical trial as defined in the ICH GCP guidelines Chapter 6.

1.90 The clinical trials protocol should comply to the SPIRIT (Standard Protocol Items; Recommendation for Interventional Trials) Checklist

1.91 The clinical trial study protocol must contain at least the following:

General Information

1.92 Protocol title, protocol identifying number, and date. Any amendment(s) should also bear the amendment number(s) and date(s).

1.93 Name and address of the sponsor and monitor (if other than the sponsor).

1.94 Name and title of the person(s) authorized to sign the protocol and the protocol amendment(s) for the sponsor.

1.95 Name, title, address, and telephone number(s) of the sponsor's medical expert for the trial.

1.96 Name and title of the investigator(s) who is (are) responsible for conducting the trial, their address and telephone number(s) including updated mobile numbers.

1.97 Name, title, address, and telephone number(s) of the qualified physician (or dentist, if applicable), who is responsible for all trial-site related medical (or dental) decisions (if other than

investigator).

1.98 Name(s) and address(es) of the clinical laboratory(ies) and other medical and/or technical department(s) and/or institutions involved in the trial.

1.99 If it is a global trial, the information for sections 6.7 to 6.9 above shall be included in the site-specific addendum

Background Information

1.100 Justification and need for the study.

1.101 Name and description of the investigational product(s), including;

1.101.1 A summary of findings from non-clinical studies that potentially have clinical significance

1.101.2 Summary from clinical trials that are relevant to the trial.

1.101.3 Summary of the known and potential risks and benefits, if any, to human participants.

1.101.4 Description of and justification for the route of administration, dosage, dosage regimen, and treatment period(s).

1.101.5 A statement that the trial will be conducted in compliance with the protocol, GCP, national and PPB requirements.

1.101.6 Description of the population to be studied.

1.101.7 References to literature and data that are relevant to the trial and that provide background for the trial.

Trial Objectives and Purpose

1.102 This includes a detailed description of the objectives and the purpose of the trial.

Trial Design

1.103 A description of the clinical trial design should include:

1.104 A description of the type/design of trial to be conducted (e.g. double-blind, placebo-controlled, parallel design) and a schematic diagram of trial design, procedures and stages.

1.105 A specific statement of the primary endpoints and the secondary endpoints, if any, to be measured during the trial.

- 1.106A description of the measures taken to minimize/avoid bias, including Randomization and Blinding.
- 1.107The expected duration of participant's participation, and a description of the sequence and duration of all trial periods, including follow-up, if any.
- 1.108A description of the "stopping rules" or "discontinuation criteria" for individual participants, parts of trial and entire trial.
- 1.109Accountability procedures for the investigational product(s), including the placebo(s) and comparator(s), if any.
- 1.110Maintenance of trial treatment randomization codes and procedures for breaking codes/blind (for safety reasons).
- 1.111The identification of any data to be recorded directly on the CRFs (i.e. no prior written or electronic record of data), and to be considered to be source data.

Selection and withdrawal of study participants

1.112This will include:

- 1.112.1 Inclusion criteria.
- 1.112.2 Exclusion criteria.
- 1.112.3 Withdrawal criteria (i.e.terminating investigational product treatment / trial treatment) and procedures specifying:
- 1.112.4 When and how to withdraw participants from the trial/ investigational product treatment.
- 1.112.5 The type and timing of the data to be collected for withdrawn participants.
- 1.112.6 Whether and how participants are to be replaced.
- 1.112.7 The follow-up for participants withdrawn from investigational product treatment/ trial treatment.

Treatment of study participants

1.113The treatment(s) to be administered, including the name(s) of all the product(s), the dose(s), the dosing schedule(s), the route/mode(s) of administration, and the treatment period(s),

including the follow-up period(s) for participants for each investigational product treatment/trial treatment group/arm of the trial

1.114 Medication(s)/treatment(s) permitted (including rescue medication) and not permitted before and/or during the trial.

1.115 A description of the trial treatment(s) and the dosage and dosage regimen of the investigational product(s). Also include a description of packaging and labelling of the investigational product(s).

1.116 Procedures for monitoring participant's compliance.

Ethics

1.117 Description of all the possible ethical concerns in the study and how these will be managed

Post-Trial Access Program

1.118 The Sponsor shall put in place measures to ensure that the study participants have access to successful investigational products for their disease condition before the products have received a marketing authorization in Kenya, especially so for the Phase III clinical trials.

Assessment of Efficacy

1.119 This will include:

1.119.1 Specification of the efficacy parameters.

1.119.2 Methods and timing for assessing, recording, and analyzing of efficacy parameters.

Assessment of Safety

1.120 This will include:

1.120.1 Specification of safety parameters.

1.120.2 The methods and timing for assessing, recording, and analysing safety parameters.

1.120.3 Procedures for eliciting reports of and for recording and reporting adverse events and co-occurring illnesses.

- 1.120.4 The type and duration of the follow-up of participants after adverse events.
- 1.120.5 A clear description of study procedures and quantities of any biological samples to be collected for study analysis.

Statistics

1.121 This will include:

- 1.121.1 A description of the statistical methods to be employed, including timing of any planned interim analysis (es).
- 1.121.2 The number of participant s planned to be enrolled. In multicentre trials, the numbers of enrolled participant s projected for each trial site should be specified.
- 1.121.3 Reason for choice of sample size, including reflections on (or calculations of) the power of the trial and clinical justification.
- 1.121.4 The level of significance to be used.
- 1.121.5 Criteria for the termination of the trial.
- 1.121.6 Procedure for accounting for missing, unused, and spurious data.
- 1.121.7 Procedures for reporting any deviation(s) from the original statistical plan (any deviation(s) from the original statistical plan should be described and justified in protocol and/or in the final report, as appropriate).
- 1.121.8 Procedures for reporting any protocol violations.
- 1.121.9 The selection of study participants to be included in the analyses (e.g. all randomized participants, all dosed participants, all eligible participants, evaluable participants).
- 1.121.10 A description of the statistical methods to be employed, including timing of any planned interim analysis(es).

- 1.121.11 The number of participants planned to be enrolled. In multicentre trials, the numbers of enrolled participants projected for each trial site should be specified.
 - 1.121.12 Reason for choice of sample size, including reflections on (or calculations of) the power of the trial and clinical justification.
 - 1.121.13 The level of significance to be used.
 - 1.121.14 Criteria for the termination of the trial.
 - 1.121.15 Methods for data analyses and evaluation of results.
- 1.122 There should be a statistical analysis plan (SAP) for each trial.
- 1.123 A statistician should:
- 1.123.1 Write and sign off on the analysis plans before the trial data is available and before any analysis has started
 - 1.123.2 Describe in the protocol or SAP the hypotheses being tested and how conclusions will be drawn, the analyses that will be done, the procedures for dealing with missing data and avoiding bias, and the selection of participants to be included in the analyses
 - 1.123.3 Put sample tables and listings in the SAP, to show how data will be presented
 - 1.123.4 Include any planned interim analyses in the SAP
 - 1.123.5 Describe and justify in the trial report any deviations from the SAP
 - 1.123.6 Ensure all steps of the data management, reporting and analysis process have fully validated procedures to avoid the potential for errors.

These procedures would normally be included in a company's Standard Operating Procedures library.

Direct Access to Source Data/Documents

1.124 The sponsor should ensure that it is specified in the protocol or other written agreement that the investigator(s)/institution(s) will permit inspections from PPB providing direct access to source data/documents and copies of the source documents will be made if needed by PPB inspectors.

Quality Control and Quality Assurance

1.125 The sponsor is responsible for implementing and maintaining quality assurance and quality control systems with written Standard Operating Procedures (SOPs) to ensure that trials are conducted and data are generated, documented (recorded), and reported in compliance with the protocol, GCP, and the applicable regulatory requirement(s).

1.126 The sponsor is responsible for securing agreement from all involved parties to ensure direct access to all trial related sites, source data/documents, and reports for the purpose of monitoring and auditing by the sponsor, and inspection by PPB.

1.127 Quality control should be applied to each stage of data handling to ensure that all data are reliable and have been processed correctly. Agreements, made by the sponsor with the principal investigator and any other parties involved with the clinical trial, should be in writing, as part of the protocol or in a separate agreement.

1.128 The protocol should contain a description on how to maintain quality control and quality assurance of the study such as:

1.129 Choice of investigators

1.130 Monitors and monitoring plan

Research Involving Children

1.131 The sponsor should briefly summarize available information on the

1.131.1 Pathophysiology of the disease,

1.131.2 Methods of diagnosis, and

1.131.3 Currently available treatments and/or prevention strategies in the pediatric population, including neonates.

1.132 The sponsor should also include available information on the

incidence and prevalence of the disease in the overall population and the incidence and prevalence in the pediatric population.

1.133 The sponsor should provide evidence and assumptions on key differences between the disease in adults and in the pediatric population.

1.134 Before undertaking research involving children, the investigator must ensure that:

1.134.1 The research might not equally well be carried out with adults;

1.134.2 The purpose of the research is to obtain knowledge relevant to the health needs of children;

1.134.3 A parent or legal representative of each child has given permission;

1.134.4 No incentives or financial inducements are given to the participant or his or her legally designated representative except for compensation for expenses and loss of earnings directly related to the participation in the clinical trial;

1.134.5 The agreement (assent) of each child has been obtained to the extent of the child`s capabilities; and,

1.134.6 A child`s refusal to participate or continue in the research will be respected.

1.134.7 The minor shall take part in the informed consent procedure in a way adapted to his or her age and mental maturity.

1.134.8 The informed consent forms, assent forms and the patient information sheets should be in a language that the parent or legal representative clearly understand.

1.135 Pediatric patients should be given interventions that have been appropriately evaluated for their use.

1.136 Safe and effective pharmacotherapy in pediatric patients requires

the timely development of information on the proper use of medicinal products in pediatric patients of various ages and, the development of pediatric formulations of those products.

1.137 Drug development programs should include the pediatric patient population when a product is being developed for a disease or condition in adults and it is anticipated the product will be used in the pediatric population.

1.138 Obtaining knowledge of the effects of medicinal products in pediatric should be done without compromising the well-being of pediatric patients participating in clinical trials.

1.139 The decision to proceed with a pediatric development program for a medicinal product should be determined by:

1.139.1 The prevalence of the condition to be treated in the pediatric population

1.139.2 The seriousness of the condition to be treated

1.139.3 The availability and suitability of alternative treatments for the condition in the pediatric population, including the efficacy and the adverse event profile (including any unique pediatric safety issues) of those treatments

1.139.4 Whether the medicinal product is novel or one of a class of compounds with known properties

1.139.5 Whether there are unique pediatric indications for the medicinal product

1.139.6 The need for the development of pediatric-specific endpoints

1.139.7 The age ranges of pediatric patients likely to be treated with the medicinal product

1.139.8 Unique pediatric (developmental) safety concerns with the medicinal product, including any nonclinical safety issues

1.139.9 Potential need for pediatric formulation development

- 1.140 The need for juvenile animal studies should be considered on a case-by-case basis and be based on developmental toxicology concerns.
- 1.141 Pharmacokinetic studies should be performed to support formulation development and determine pharmacokinetic parameters in different age groups to support dosing recommendations.
- 1.142 Relative bioavailability comparisons of pediatric formulations with the adult oral formulation should be done in adults.
- 1.143 Definitive pharmacokinetic studies for dose selection across the age ranges of pediatric patients in whom the medicinal product is likely to be used should be conducted in the pediatric population.
- 1.144 For medicinal products that exhibit linear pharmacokinetics in adults, single-dose pharmacokinetic studies in the pediatric population may provide sufficient information for dosage selection.
- 1.145 In addition to the other requirements, the application should also include;
- 1.145.1 Non-clinical safety data
 - 1.145.1.1 Genotoxicity
 - 1.145.1.2 Reprotoxicity (fertility, pre and post-natal development)
 - 1.145.1.3 Carcinogenicity (if required)
 - 1.145.1.4 Juvenile animal studies (in some cases, e.g. neonatal use)
 - 1.145.2 Pharmaceutical properties
 - 1.145.3 Pharmacokinetics
 - 1.145.4 Absorption
 - 1.145.5 Distribution
 - 1.145.6 Metabolism
 - 1.145.7 Excretion
 - 1.145.8 Pharmacodynamics

Specific and General

1.146 In addition, the following will also be important

1.146.1 The trial will provide useful answers to the study population

1.146.2 The medicine fulfils a need of the population in which it is studied (“is relevant”)

1.146.3 Children are adequately monitored and protected

1.146.4 There is direct benefit for the child, or if no direct benefit, there is no more than minimal risk (probability of harm or discomfort not greater than that ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests)

1.146.5 The trial results will be published

1.146.6 There are provisions for end-of-trial treatment

1.147 Ages are defined in completed days, months, or years and the following classification applies;

1.147.1 Preterm new-born infants

1.147.2 Term new-born infants (0 to 28 days)

1.147.3 Infants and toddlers (29 days to 11 months)

1.147.4 Toddlers (12-59 months)

1.147.5 Children (6 to 12 years)

1.147.6 Adolescents (12 to 18 years)

Practical considerations to facilitate pharmacokinetic studies

1.148 The volume of blood withdrawn should be minimized in pediatric studies. Blood volumes should be justified in protocols.

1.149 The following blood volume limits for sampling are recommended (although are not evidence-based). If an investigator decides to deviate from these, this should be justified. Per individual, the trial-related blood loss (including any losses in the maneuver) should not exceed 3 % of the total blood volume during a period of four weeks and should not exceed 1% at any single time.

- 1.150 In the rare case of simultaneous trials, the recommendation of 3% remains the maximum. The total volume of blood is estimated at 80 to 90 ml/kg body weight; 3% is 2.4 ml blood per kg body weight.
- 1.151 Monitoring of actual blood loss is routinely required in preterm and term neonates. Expected blood loss should be detailed in any trial protocol, and should be detailed in the patient information sheet.
- 1.152 Use of sensitive assays for parent drugs and metabolites to decrease the volume of blood required per sample
- 1.153 Use of laboratories experienced in handling small volumes of blood for pharmacokinetic
- 1.154 Analyses and for laboratory safety studies (blood counts, clinical chemistry)
- 1.155 Collection of routine, clinical blood samples wherever possible at the same time as samples are obtained for pharmacokinetic analysis
- 1.156 The use of indwelling catheters, etc., to minimize distress
- 1.157 Use of population pharmacokinetics and sparse sampling based on optimal sampling theory to minimize the number of samples obtained from each patient. Techniques include:
- 1.158 Sparse sampling approaches where each patient contributes as few as 2 to 4 observations at predetermined times to an overall “population area-under-the-curve”
- 1.159 Population pharmacokinetic analysis using the most useful sampling time points derived from modelling of adult data

Efficacy

- 1.160 The potential for extrapolation of efficacy from studies in adults to paediatric patients or from older to younger paediatric patients should be considered
- 1.161 Where efficacy studies are needed, it may be necessary to develop, validate, and employ different endpoints for specific age and developmental subgroups.
- 1.162 Measurement of subjective symptoms such as pain requires

different assessment instruments for patients of different ages.

1.163 In paediatric patients with chronic diseases, the response to a medicinal product may vary among patients not only because of the duration of the disease and its chronic effects but also because of the developmental stage of the patient.

Safety

1.164 Age-appropriate, normal laboratory values and clinical measurements should be used in adverse event reporting.

1.165 Unintended exposures to medicinal products (accidental ingestions, etc.) may provide the opportunity to obtain safety and pharmacokinetic information and to maximize understanding of dose-related side effects.

1.166 Medicinal products may affect physical and cognitive growth and development, and the adverse event profile may differ in paediatric patients.

1.167 Long-term studies or surveillance data, either while patients are on chronic therapy or during the post-therapy period, may be needed to determine possible effects on skeletal, behavioral, cognitive, sexual, and immune maturation and development.

Post marketing information

1.168 Normally the paediatric database is limited at the time of approval. Therefore, post marketing surveillance is particularly important. In some cases, long-term follow-up studies may be important to determine effects of certain medications on growth and development of paediatric patients.

1.169 Post marketing surveillance and/or long-term follow-up studies may provide safety and/or efficacy information for subgroups within the paediatric population or additional information for the entire paediatric population.

Ethics

1.170 Since the protocol has already been reviewed by ethics review committee by the time it is being submitted to the board, PPB will review this section to confirm that these areas are adequately

covered.

1.171 Description of all the possible ethical concerns in the study and the plans to address each of the issues.

1.172 Description of ethical considerations relating to the trial should include the following issues:

1.172.1 Patient Information leaflets (PIL) and Informed Consent Forms (ICF) for any proposed archiving of biological specimens for later research or for genetics research.

1.172.2 Treatment and/or management of participants and their disease condition(s) after completion of trial

1.172.3 Indicate how additional staff (monitors, pharmacists, nursing staff, etc.) will maintain patient confidentiality, follow the protocol, and abide by ethical and PPB requirements

1.172.4 Any arrangement for the follow-up of trial study participants after the conclusion of the trial.

1.172.5 Insurance and indemnity measures

1.172.6 In case of transfer of materials, provide Material Transfer Agreement (MTA) highlighting among other things, the following:

1.172.6.1 Identification of the provider and recipient

1.172.6.2 Definition of the trial and how the material will and will not be used

1.172.6.3 Maintenance of confidentiality of background or supporting data or information, if any

Insurance Cover

1.173 All clinical trial participants must be adequately and satisfactorily insured against possible injuries that might arise during the conduct of the clinical trials

- 1.174 The insurance cover shall be provided by an insurer that is registered by Insurance Regulatory Authority of Kenya not unless there is a justifiable reason why this should not be the case.
- 1.175 For all sponsor-initiated trials, a valid insurance certificate for the duration of the study must be provide prior to study initiation
- 1.176 Sponsors and Principal Investigators shall ensure that there is valid and adequate insurance cover for clinical trial participants throughout the study and shall submit as evidence a certificate of insurance cover for participants to the board.
- 1.177 The insurance certificate must be duly executed by the insurance company under a valid insurance policy which makes explicit reference to the proposed study.
- 1.178 The insurance policy shall grant cover for compensation of study participants for injury that is causally linked to the clinical trial activities and must cover the liability of investigator and sponsor of the clinical trial, without excluding any damage that may be attributed to negligence.
- 1.179 Self-insurance of clinical trial participants such as by the NHIF will not be sufficient.
- 1.180 In addition, the study investigators and pharmacists shall be required to have a valid Professional Indemnity insurance cover for the period of the trial
- 1.181 Clinical Trial Host Institution shall have in place, appropriate insurance at a level sufficient to meet potential liability of its Investigators(s), those acting on behalf of investigators and its research members;

Pre-Submission meetings

- 1.182 Sponsors or applicants can request for pre-submission meetings to discuss pertinent issues prior to formal submissions.
- 1.183 During the request for the pre-submission meeting, the applicant will be required to submit the following information
- 1.183.1 Background information on the disease to be treated

- 1.183.2 Background information on the product
 - 1.183.3 Quality development
 - 1.183.4 Non-clinical development
 - 1.183.5 Clinical development
 - 1.183.6 Regulatory status
 - 1.183.7 Rationale for seeking advice
 - 1.183.8 Proposed Questions and Applicant's positions
- 1.184 The request for a pre-submission meeting shall be made through an official letter addressed to the Chief Executive Officer, Pharmacy and Poisons Board and sent to admin@pharmacyboardkenya.org, copied to cta@pharmacyboardkenya.org, or on the online portal at <https://ctr.pharmacyboardkenya.org/>
- 1.185 The request for a meeting should propose two different dates for the meeting with the proposed dates being at least three weeks away.

Publication Policy

- 1.186 Publication policy, if not addressed in a separate agreement, need to be stipulated.
- 1.187 The Board shall be informed of any results that will be publicly released at least 14 days before this information is publicly released

Requirements Concerning Informed Consent

- 1.188 In obtaining and documenting informed consent, the investigator should comply with the NACOSTI accredited Ethics Committee requirement(s) and should adhere to GCP and to the ethical principles that have their origin in the Declaration of Helsinki. This should be as indicated in ICH GCP Guideline 4.8.10.
- 1.189 Prior to the beginning of the trial, the investigator should obtain Ethical Clearance from the ethics committee on record before applying for PPB approval.
- 1.190 Informed consent to study participants shall be administered in either English or Kiswahili and local spoken language of the area,

where applicable. The same information will be given to participants in a written format. Copies of the Informed Consent forms should be submitted to PPB.

- 1.191 The written informed consent form and any other written information to be provided to participants should be revised whenever important new information becomes available that may be relevant to the participant's consent. Any revised written informed consent form, and written information should receive ERC favorable opinion and lodged with PPB for approval in advance of use.
- 1.192 Neither the investigator, nor the trial staff, should coerce or unduly influence a participant to participate or to continue to participate in a trial.
- 1.193 None of the oral and written information concerning the trial, including the written informed consent form, should contain any language that causes the participant or the participant's legally acceptable representative to waive or to appear to waive any legal rights, or that releases or appears to release the investigator, the institution, the sponsor, or their agents from liability for negligence.
- 1.194 The investigator, or a person designated by the investigator, should fully inform the participant or, if the participant is unable to provide informed consent, the participant's legally acceptable representative, of all pertinent aspects of the trial including the written information and ethics and PPB approval.
- 1.195 The language used in the oral and written information about the trial, including the written informed consent form, should be as non-technical as practical and should be understandable to the participant or the participant's legally acceptable representative and the impartial witness, where applicable.
- 1.196 Before informed consent may be obtained, the investigator, or a person designated by the investigator, should provide the

participant or the participant's legally acceptable representative ample time and opportunity to inquire about details of the trial and to decide whether or not to participate in the trial. All questions about the trial should be answered to the satisfaction of the participant or the participant's legally acceptable representative.

1.197 Prior to participation in the trial, the written informed consent form should be signed or thumb printed and personally dated by the participant or by the participant's legally acceptable representative, and by the person who conducted the informed consent discussion.

1.198 If a participant is unable to read or if a legally acceptable representative is unable to read, an impartial witness should be present during the entire informed consent discussion. After the written informed consent form and any other written information to be provided to participant, is read and explained to the participant or the participant's legally acceptable representative, and after the participant or the participant's legally acceptable representative has orally consented to participate in the trial and, if capable of doing so, has signed and personally dated the informed consent form, the witness should sign and personally date the consent form.

1.199 By signing the consent form, the witness attests that the information in the consent form and any other written information was accurately explained to, and apparently understood by, the participant or the participant's legally acceptable representative, and that informed consent was freely given by the participant or the participant's legally acceptable representative.

1.200 The informed consent discussion, the written informed consent form and any other written information to be provided to participants should include, as a minimum, explanations of the following:

1.200.1 That the trial involves research.

- 1.200.2 The purpose of the trial.
- 1.200.3 The trial treatment(s) and the probability for random assignment to each treatment.
- 1.200.4 The trial procedures to be followed, including all invasive procedures.
- 1.200.5 The participant's responsibilities.
- 1.200.6 Those aspects of the trial that are experimental.
- 1.200.7 The reasonably foreseeable risks or inconveniences to the participant and, when applicable, to an embryo, foetus, or nursing infant.
- 1.200.8 The reasonably expected benefits. When there is no intended clinical benefit to the participant, the participant should be made aware of this.
- 1.200.9 The alternative procedure(s) or course(s) of treatment that may be available to the participant, and their important potential benefits and risks.
- 1.200.10 The compensation and/or treatment available to the participant in the event of trial-related injury.
- 1.200.11 The anticipated prorated payment, if any, to the participant for participating in the trial.
- 1.200.12 The anticipated expenses, if any, to the participant for participating in the trial.
- 1.201 That the participation in the trial is voluntary and that the participant may refuse to participate or withdraw from the trial, at any time, without penalty or loss of benefits to which the participant is otherwise entitled.
- 1.202 That the PPB will be granted direct access to the participant's original medical records for verification of clinical trial procedures and/or data, without violating the confidentiality of the participant, to the extent permitted by PPB and that, by signing a

written informed consent form, the participant or the participant's legally acceptable representative is authorizing such access.

- 1.203 That records identifying the participant will be kept confidential and will not be made publicly available. If the results of the trial are published, the participant's identity will remain confidential.
- 1.204 That the participant or the participant's legally acceptable representative will be informed in a timely manner if information becomes available that may be relevant to the participant's willingness to continue participating in the trial.
- 1.205 The person(s) to contact for further information regarding the trial and the rights of trial participants, and whom to contact in the event of trial-related injury.
- 1.206 The foreseeable circumstances and/or reasons under which the participation in the trial may be terminated.
- 1.207 The expected duration of participating in the trial.
- 1.208 The approximate number of participants involved in the trial.
- 1.209 Prior to participation in the trial, the participant or the participant's legally acceptable representative should receive a copy of the signed and dated (same day as that signed for approval to participants) written informed consent form and any other written information provided to the participants. During participation in the trial, the participant or the participant's legally acceptable representative should receive a copy of the signed and dated consent form updates and a copy of any amendments to the written information provided to participants.
- 1.210 When a clinical trial includes participants who can only be enrolled in the trial with the consent of the participant's legally acceptable representative (e.g., minors, or patients with severe dementia), the participant should be informed about the trial to the extent compatible with the participant's understanding and, if capable, the participant should sign and personally date the written informed consent.

1.211 In emergency situations, when prior consent of the participant is not possible, the consent of the participant's legally acceptable representative, if present, should be requested. When prior consent of the participant is not possible, and the participant's legally acceptable representative is not available, enrolment of the participant should require measures described in the protocol and/or elsewhere, with documented PPB approval to protect the rights, safety and well-being of the participant and to ensure compliance with ERC and PPB requirements.

1.212 The participant or the participant's legally acceptable representative should be informed about the trial as soon as possible and consent to continue and other consent as appropriate should be requested. The adolescent age will be greater than 10 years but less than 18 years. Those parents less than 18 years can consent to participate in clinical trials as emancipated minors, but for minimal risk studies. This is because minors do not have the cognitive capacity to adequately assess risk in clinical trials.

The Investigator's Brochure

1.213 The investigator's brochure must contain at least the following information in respect to the investigational medicinal product:

1.213.1 The physical, chemical and pharmaceutical properties

1.213.2 The pharmacological aspects including its metabolites in all animal species tested

1.213.3 The pharmacokinetics and metabolism including its biological transformation in all animal species tested

1.213.4 Toxicological effects in any animal species tested under a single dose study, a repeated dose study or a special study

1.213.5 Results of clinical pharmacokinetic studies

1.213.6 Information regarding safety, pharmacodynamics, efficacy and dose responses that were obtained from previous clinical trials in humans.

1.213.7 More details are provided in ICH-GCP guidelines and may

be followed when compiling information on this part.

1.214 For registered products being investigated for new conditions, latest PSUR, certificate of analysis and GMP inspection certificate should also be submitted.

Investigational Medicinal Product/ Drug Dossier (IMPD)

1.215 The sponsor shall submit the IMPD directly to PPB or may submit it through the PI

1.216 The investigational Medicinal Product Dossier shall be prepared as per the ICH guidelines

1.217 Clinical trial investigational new drug must be manufactured in accordance with current Good Manufacturing Practices (GMP). This implies that the manufacture of the investigational medicinal product may be subject to GMP inspection by PPB in the same way as the case of marketed drug products.

1.218 Chemistry and manufacturing information for IND(s) which have not been registered by PPB should be presented in a concise manner and should include the following:

1.218.1 Required details on Active Pharmaceutical Ingredient (API)

1.218.2 Nomenclature

1.218.3 Name and address of the manufacturer

1.218.4 Physicochemical properties

1.218.5 Route of synthesis and summary of manufacturing process

1.218.6 Documented evidence of structure and stereochemistry

1.218.7 Characterization of impurities

1.218.8 Specifications and their justifications

1.218.9 Batch analyses

1.218.10 Validation of analytical procedures

1.218.11 Container closure system

1.218.12 Stability studies

1.219 Required details on Investigational Medicinal Product (IMP)

1.220 Name, strength and dosage form

- 1.221 Description and composition
- 1.222 Name and address of the manufacturer
- 1.223 Pharmaceutical development
- 1.224 Description of manufacturing process including flow diagram and Controls of Critical Steps and Intermediates
- 1.225 Control of materials
- 1.226 Manufacturing information for novel excipients and manufacturing process development.
- 1.227 Specifications and their justifications (including excipients)
- 1.228 Elucidation of structure and other characteristics of the API
- 1.229 Control of drug substance
- 1.230 Batch analyses
- 1.231 Analytical procedure for testing the drug substance and validation of analytical procedures
- 1.232 Characterization of impurities
- 1.233 Certificates of analysis (CoAs) of the clinical batches of the test product, placebo and modified comparator.
- 1.234 Bovine Spongiform Encephalopathy (BSE), Transmissible Spongiform Encephalopathy (TSE) certificates for excipients of human or animal origin
- 1.235 Stability studies
- 1.236 Container closure system
- 1.237 If the pharmaceutical properties of the IMP have been altered compared to those in use during animal testing or previous clinical trials, such alterations must be described and justified.
- 1.238 Pharmaceutical alterations in the IMP that are used in an ongoing clinical trial and that may affect the quality, safety and/or efficacy of the IMP must immediately be reported and justified to PPB.
- 1.239 In cases where an extension of shelf life for the IMP is desired, an application for this must be submitted to PPB. In such cases stability data must be submitted.
- 1.240 In case of IMP(s), which have been registered by PPB, a cross-

reference to the part of the dossier containing chemistry and manufacturing information should be declared.

Phase One Clinical Trials

Non-clinical aspects

- 1.241 The application should demonstrate the relevance of the animal model used
- 1.242 Qualitative and quantitative differences may exist in biological responses in animals compared to humans. For example, differences in affinity for molecular targets, tissue distribution of the molecular target, cellular consequences of target binding, cellular regulatory mechanisms, metabolic pathways, or compensatory responses to an initial physiological perturbation.
- 1.243 Where there is evidence of species-specificity of action from in vitro studies with human cells compared with cells from a test species, the value of the in vivo response of the test species may be significantly reduced in terms of predicting the in vivo human response. It should be noted that a similar response in human and animal cells in vitro is not necessarily a guarantee that the in vivo response will be similar.
- 1.244 Animal studies with highly species-specific medicinal products therefore, may:
- 1.244.1 Not reproduce the intended pharmacological effect in humans;
 - 1.244.2 Give rise to misinterpretation of pharmacokinetic and pharmacodynamics results;
 - 1.244.3 Not identify relevant toxic effects.
- 1.245 A weight-of-evidence approach should involve integration of information from in vivo, ex vivo and in vitro studies into the decision-making process.
- 1.246 High species-specificity of a medicinal product makes the non-

clinical evaluation of the risk to humans much more difficult but does not imply that there is always an increased risk in first-in-human trials.

1.247 The demonstration of relevance of the animal model(s) may include comparison with humans of:

1.247.1 Target expression, distribution and primary structure.

1.247.2 Pharmacodynamics

1.247.3 Binding and occupancy, functional consequences, including cell signaling if relevant.

1.247.4 Data on the functionality of additional functional domains in animals, if applicable,

1.247.5 Metabolism and other pharmacokinetic aspects

1.247.6 Cross-reactivity studies using human and animal tissues (e.g. monoclonal antibodies).

1.248 The search for a relevant animal model should be documented and justified in detail.

1.249 Where no relevant species exists, the use of homologous proteins or the use of relevant transgenic animals expressing the human target may be the only choice. The data gained is more informative when the interaction of the product with the target receptor has similar physiological consequences to those expected in humans. The use of in vitro human cell systems could provide relevant additional information.

1.250 The relevance and limitations of all models used should be carefully considered and discussed fully in the supporting documentation.

Pharmacodynamics

1.251 Pharmacodynamics studies should address the mode of action, and provide knowledge on the biology of the target. The primary and secondary pharmacodynamics should be conducted in in vitro animal and human systems and in vivo in the animal models.

These studies should include target interactions preferably linked to functional response, e.g. receptor binding and occupancy, duration of effect and dose-response.

1.252 A dose/concentration-response curve of the pharmacological effect(s) should be established with sufficient titration steps in order to increase the likelihood to detect significant pharmacological effects with low doses and to identify active substances with U-shaped or bell-shaped dose-response curves.

1.253 Since a low dose is to be administered to humans in the first-in-human trial, this is of high importance.

Pharmacokinetics

1.254 Standard pharmacokinetic and toxic kinetic data should be available in all species used for safety studies before going into human

1.255 Exposures at pharmacodynamics doses in the relevant animal models should be determined especially when pharmacodynamics effects are suspected to contribute to potential safety concerns.

Safety Pharmacology

1.256 Standard core battery data should be available before the first administration in humans

1.257 The core battery of safety pharmacology studies includes the assessment of effects on cardiovascular, central nervous and respiratory systems, should generally be conducted before human exposure, in accordance with ICH S7A and S7B

1.258 Additional studies to investigate effects in other organ systems should be carried out on a case-by-case basis. In particular, for medicinal products targeting the immune system, potential unintended effects should be investigated, e.g. using in vitro studies, including human material.

Toxicology

1.259 The toxicology programme should be performed in relevant animal species and include toxicokinetics.

1.260 In vitro metabolic and plasma protein binding data for animals and

humans and systemic exposure data (ICH S3A, Ref. 7) in the species used for repeated-dose toxicity studies should generally be evaluated before initiating human clinical trials.

- 1.261 More information on pharmacokinetics (PK) (e.g., absorption, distribution, metabolism and excretion), in test species and in vitro biochemical information relevant to potential drug interactions should be available before exposing large numbers of human subjects or treating for long duration. These data can be used to compare human and animal metabolites and for determining if any additional testing is warranted.
- 1.262 When factors influencing risk are identified, the inclusion of additional endpoints should be considered, on a case-by-case basis.
- 1.263 Toxicity studies in non-relevant species may give rise to misinterpretation and are discouraged. The use of homologous products or transgenic model approach or of in vitro human cell systems could provide relevant additional information.
- 1.264 Animal models that are thought to be similar to the human disease may provide further insight in the pharmacological action, the pharmacokinetics, (e.g. disease-related expression of the target) as well as dosing in patients and safety (e.g., evaluation of undesirable promotion of disease progression). Therefore, in certain cases, studies performed in animal models of disease may be used as an acceptable alternative to toxicity studies in normal animals.
- 1.265 The scientific justification for the use of these animal models of disease to support safety should be provided.

Estimation of the First Dose in Human

- 1.266 The estimation of the first dose in human is an important element to safeguard the safety of participants participating in first-in-human studies. All available information has to be taken in consideration for the dose selection and this has to be made on a

case-by-case basis. Different methods can be used.

- 1.267 In general, the No Observed Adverse Effect Level (NOAEL) determined in non-clinical safety studies performed in the most sensitive and relevant animal species adjusted with allometric factors or on the basis of pharmacokinetics gives the most important information. The relevant dose is then reduced/adjusted by appropriate safety factors according to the particular aspects of the molecule and the design of the clinical trials.
- 1.268 For investigational medicinal products for which factors influencing risk have been identified, an additional approach to dose calculation should be taken.
- 1.269 Information about pharmacodynamics can give further guidance for dose selection.
- 1.270 In order to further limit the potential for adverse reactions in humans, a safety factor may be applied in the calculation of the first dose in human. This should take into account criteria of risks such as the novelty of the active substance, its biological potency and its mode of action, the degree of species specificity, and the shape of the dose-response curve and the degree of uncertainty in the calculation of the Minimum Anticipated Biological Effect Level (MABEL). The safety factors used should be justified.
- 1.271 When the methods of calculation (e.g. NOAEL, MABEL) give different estimations of the first dose in man, the lowest value should be used, unless justified.
- 1.272 Other approaches may also be considered in specific situations, e.g. for studies with conventional cytotoxic IMPs in oncology patients.

Investigator Site Facilities and Personnel

- 1.273 First-in-human trials should take place in appropriate clinical facilities and be conducted by trained investigators who have acquired the necessary expertise and experience in conducting

- early phase trials (i.e. phase I-II) and medical staff with appropriate level of training and previous experience of first-in-human studies.
- 1.274 They should also understand the investigational medicinal product, its target and its mechanism of action.
- 1.275 Units should have immediate access to equipment and staff for resuscitating and stabilizing individuals in an acute emergency (such as cardiac emergencies, anaphylaxis, cytokine release syndrome, convulsions, hypotension), and ready availability of Intensive Care Unit facilities.
- 1.276 Procedures should be established between the clinical research unit and its nearby Intensive Care Unit regarding the responsibilities and undertakings of each in the transfer and care of patients.
- 1.277 First-in-human trials should preferably be conducted as a single protocol at a single site.
- 1.278 When different sites are involved this should be justified and an appropriate plan needs to be in place to assure the well-being of all trial participants and to assure an adequate information communication system. This information system should ensure that new safety findings are transmitted to all participating sites and that the integrity of the study design is not compromised.
- 1.279 The following criteria for all first-in-human trials should be discussed in the clinical trial application. These criteria should be taken into account on a case-by-case basis.

Mode of Action

- 1.280 While a novel mechanism of action might not necessarily add to the risk per se, consideration should be given to the novelty and extent of knowledge of the supposed mode of action. This includes the nature and intensity (extent, amplification, duration, reversibility) of the effect of the medicinal product on the specific target and non-targets and subsequent mechanisms, if applicable.
- 1.281 When analyzing risk factors associated with the mode of action,

aspects to be considered should include:

- 1.281.1 Previous exposure of human to compounds that have related modes of action.
- 1.281.2 Evidence from animal models (including transgenic, knock-in or knock-out animals) for the potential risk of serious, pharmacologically mediated toxicity
- 1.281.3 Novelty of the molecular structure of the active substance(s), for example a new type of engineered structural format, such as those with enhanced receptor interaction as compared to the parent compound.
- 1.281.4 Nature of the target. The target in human should be discussed in detail. Beyond the mode of action, the nature of the target itself might impact on the risk inherent to a first administration to humans, and sponsors should discuss the following aspects, based on the available data:
 - 1.281.4.1 The extent of the available knowledge on the structure, tissue distribution (including expression in/on cells of the human immune system), cell specificity, disease specificity, regulation, level of expression, and biological function of the human target including “downstream” effects, and how it might vary between individuals in different populations of healthy participants and patients.
 - 1.281.4.2 Description of polymorphisms of the target in relevant animal species and humans, and the impact of polymorphisms on the pharmacological effects of the medicinal product.
 - 1.281.4.3 Relevance of animal species and models. The Sponsor should compare the available animal species to humans taking into account the

target, its structural homology, distribution, signal transduction pathways and the nature of pharmacological effects.

1.282 Where available animal species/models or surrogates are perceived to be of questionable relevance for thorough investigation of the pharmacological and toxicological effects of the medicinal product, this should be considered as adding to the risk.

Quality aspects

1.283 The requirements are the same for all investigational medicinal products regarding physico-chemical characterization and, additionally biological characterization of biological products.

1.284 Quality attributes should not, in themselves, be a source of risk for first- in-human trials. However, these quality attributes are to be considered in a risk assessment preceding a first-in-human trial.

1.285 Specific points to be considered are:

1.285.1 Determination of strength and potency. To determine a safe starting dose, the methods used for determination of the strength and/or the potency of the product need to be relevant, reliable and qualified.

1.285.2 For a biological medicinal product, the lack of a bioassay measuring the functional or biological activity should be justified.

1.285.3 Qualification of the material used. The material used in non-clinical studies should be representative of the material to be used for first in- human administration.

1.286 It is important to have an adequate level of quality characterization even at this early point of development.

1.287 A characterization of the product including its heterogeneity, degradation profile and process-related impurities should be performed. Particular attention should be given to impurities that could be pharmacologically active and/or toxic. Special

consideration should be given to the suitability and qualification of methods to sufficiently characterize the active substance and drug product.

1.288 When moving from non-clinical studies to first-in-human administration, there should be sufficient assurance that product differences, should they occur, would not have an adverse impact on clinical characteristics of the product, especially safety. Furthermore, during the early development of a product, significant modifications to the manufacturing process frequently occur. Particularly in the case of complex molecules, these modifications can potentially result in subtle changes to the active substance that may not be detectable in characterization studies but can affect biological properties and could have clinical consequences.

1.289 Given the fact that major clinical decisions are based on the non-clinical data it is important to show that these data remain valid.

1.290 Further non-clinical studies may be needed with the product intended for use in the first-in-human trial in the following situations:

1.290.1 Where there are differences in the product quality attributes of the non-clinical and clinical material and adverse clinical consequences may result from such differences.

1.290.2 Where there are differences in the manufacturing process and the limitations of product characterization, including biological assays, cannot assure that the material used in nonclinical studies is representative of the material to be used in clinical studies.

Reliability of very small doses

1.291 Applicants should demonstrate that the intended formulation of the doses to be administered provides the intended dose. There is a risk of reduced accuracy in cases where the medicinal product

needs to be diluted, to prepare very small doses, or the product is provided at very low concentrations as the product could be adsorbed to the wall of the container or infusion system. This might lead to an overestimation of the safety of the initial clinical doses and non-clinical safety data. Therefore, compatibility of the product with primary packaging materials and administration systems should be investigated, where relevant.

Clinical aspects

1.292 The safety of participants in first-in-human clinical trials should be enhanced by identification and planned mitigation of factors associated with risk which should be demonstrated in the application

1.293 Key aspects of the trial should be designed to mitigate those risk factors, including:

1.293.1 Study population;

1.293.2 Trial sites;

1.293.3 First dose;

1.293.4 Route and rate of administration;

1.293.5 Number of participants per dose increment (cohort);

1.293.6 Sequence and interval between dosing of participants within the same cohort;

1.293.7 Dose escalation increments;

1.293.8 Transition to next dose cohort;

1.293.9 Stopping rules;

1.293.10 Allocation of responsibilities for decisions with respect to participant dosing and dose escalation.

1.294 In general, the higher the potential risk associated with an investigational medicinal product (IMP) and its pharmacological target, the greater the precautionary measures that should be exercised in the design of the first-in-human study.

1.295 The protocol should describe the strategy for managing risk including a specific plan to monitor for and manage likely adverse

events or adverse reactions as well as the procedures and responsibilities for modifying or stopping the trial if necessary.

1.296 It is recognized that placebo is often included as part of the design of Phase I studies. The study design including randomization schemes should take this into account. Any decisions taken with respect to subsequent dosing at the same dose level and or to dose escalation, should take into account the number of participants that might have received either placebo or the active medicinal product. There should always be rapid access to the treatment allocation codes when relevant.

1.297 For first-in-human trials where there is uncertainty about the risk it is recommended that a confirmatory pharmacodynamics measure is identified that can show the pharmacological effect and link with the preclinical experience.

Monitoring and communication of adverse events/reactions

1.298 The reporting of the adverse events will be as indicated under the section on Safety Reporting below.

1.299 The trial design should provide a specific plan for monitoring for adverse events or adverse reactions and relevant reporting system to sponsor and PPB.

1.300 The mode of action of the investigational medicinal product, findings in the non-clinical toxicity studies and any anticipated responses should be used to identify likely adverse reactions.

1.301 All clinical staff should be trained to identify those reactions and how to respond to those or any other adverse events or reactions.

1.302 There should be constantly available rapid access to the treatment allocation codes when relevant.

1.303 In cases where there is a predictable risk of a certain type of adverse reaction occurring in humans, a treatment strategy should be described in the protocol. This should include the availability of specific antidotes where they exist, a clear plan of availability of supportive treatment emergency facilities and medical staff.

- 1.304 The length of the monitoring period and nature of monitoring within and if deemed appropriate outside the research site should be justified on the grounds of pharmacokinetics, pharmacodynamics and safety endpoints as part of the strategy to manage risks in the clinical trial.
- 1.305 Special consideration should be given to potential long-term consequences on physiological systems and potential long-term safety problems.
- 1.306 Communication of serious adverse events and suspected unexpected serious adverse reactions (SUSARs) is particularly important. Sponsors should ensure that processes are in place, before the trial starts, for expedited reporting of any SUSARs to PPB.

Labelling:

- 1.307 Investigational medicinal products (including registered products) used in clinical trials must be properly labelled. A final copy/version of the labelling must be submitted for approval and should contain the following minimum information:
- 1.307.1 Statement indicating that the product is for “*clinical trial purpose only*”
- 1.307.2 Recommended storage conditions
- 1.307.3 Protocol code or identification
- 1.307.4 Name, address and telephone number of the sponsor, contract research organisation or investigator (the main contact for information on the product, clinical trial and emergency unblinding)
- 1.307.5 Pharmaceutical dosage form, route of administration, quantity of dosage units, and in the case of open trials, the name/identifier and strength/potency
- 1.307.6 The batch and/or code number to identify the contents and packaging operation;
- 1.307.7 A trial reference code allowing identification of the trial,

- site, investigator and sponsor, if not given elsewhere;
- 1.307.8 The trial participant identification number/treatment number and, where relevant, the visit number
- 1.307.9 The name of the investigator (if not included above)
- 1.307.10 Directions for use (reference may be made to a leaflet or other explanatory document intended for the trial participant or person administering the product)
- 1.307.11 Period of use (use-by date, expiry date or re-test date as applicable), in month/year format and in a manner that avoids any ambiguity
- 1.307.12 The complete physical address of the manufacturing site

Re-labelling

- 1.308 In general, it is recommended that wherever possible investigational product is not relabeled. It is however accepted that in certain cases it is necessary to re-label and as such we will, review applications for the extension of expiry dates based on sufficient evidence being provided by the applicant that an extended expiry date is warranted.
- 1.309 Provide a written justification and evidence (copies of re-analysis supporting extension of expiry date)
- 1.310 Any re-labelling of remaining IMP from previously manufactured batches must be performed in accordance with GMP principles and is limited to extension of expiry date where sufficient evidence is available to support such extension.
- 1.311 In cases where an extension of the shelf life for the finished medicinal product is desired, an application for this must be submitted to PPB. **In such cases stability testing protocol and stability report, certificates of analysis (COAs) from reanalysis of the relevant batches must be submitted to PPB.**
- 1.312 Any request for re-labelling should be accompanied by certificate of analysis of the product from PPB recognized laboratory or WHO-prequalified laboratories. After issue of a go ahead, the re-labelling

shall be carried out under the supervision of a Pharmaceutical Inspector on the ground.

1.313 It is required that re-labelling be performed in accordance with the GMP requirements “In case of use *date extension*, an additional label should be affixed to the investigational medicinal product. This additional label should include the new use date and repeat the batch number. It may be superposed on the old use date, but, for quality control reasons not on the original batch number. This operation may be performed on site by the clinical trial monitor(s) or the clinical trial site pharmacist, in accordance with specific and standard operating procedures and under contract if applicable. The operation should be checked by a second person. Documented evidence of this additional labelling should be available in the trial documentation and in the batch records.”

1.314 Ensure that a sample of the label you intend to use for re-labelling is submitted with your application. It is essential that all packaging levels, primary and secondary, are relabeled and that, where appropriate, re-labelling seals are used to re-seal opened packaging.

1.315 PPB will not approve re-labelling of product if the proposed additional label, obscures the original labelling. At all times the original label, consistent with the import licence, should be visible.

1.316 PPB requires that Investigational Product is maintained in its original packaging. Packaging is an integral component of Good Manufacturing Practice and as such can only be performed by a GMP-authorized unit; PPB will consider applications for the extension of expiry dates only.

1.317 The relabeling process report should then be submitted to PPB within seven days of carrying out the activity

Safety Reporting

1.318 All SUSARs occurring in clinical trials being conducted in Kenya or occurring in the same clinical trial in a third country should be

reported by the sponsor to PPB.

1.319 All SUSARs related to the same active substance (regardless of pharmaceutical form and strength or indication investigated) in a clinical trial performed exclusively in a third country should be reported by the sponsor to PPB.

1.320 Initial Fatal or Life threatening SUSARs should be reported by the sponsor as soon as possible and in any case no later than seven days after being made aware of the case. If the initial report is incomplete, e.g. if the sponsor has not provided all the information/assessment within seven days, the sponsor is to submit a completed report based on the initial information within an additional eight days.

1.321 SUSARs which are not fatal and not life-threatening are to be reported within 15 days.

1.322 The SUSARs to be reported include;

1.322.1 SUSARs which occur within the concerned trial

1.322.2 SUSARs which occur outside the concerned trial

1.323 The SUSAR and SAE reports shall also be submitted to the Board through the online system at www.ctr.pharmacyboardkenya.org

1.324 In addition to the expedited reporting, sponsors shall submit, once a year (from the date of authorization of the clinical trials) and throughout the clinical trial or on request a safety report to PPB, taking into account all new available safety information received during the reporting period. The aim of the annual safety report is to describe concisely all new safety information relevant for one or several clinical trial(s) and to assess the safety conditions of participants included in the concerned trial(s).

1.325 The safety report shall include a Log of SAEs and SUSARs.

1.326 The SUSAR/SAE Log should include:

1.326.1 Patient ID

1.326.2 Age

- 1.326.3 Date of recruitment into the study
- 1.326.4 Type of SUSAR/SAE
- 1.326.5 Start date of the SUSAR/SAE
- 1.326.6 End date of the SUSAR/SAE
- 1.326.7 Reason for reporting the event as a SUSAR/SAE
- 1.326.8 Relation to investigational drug
- 1.326.9 Outcome of the SUSAR/SAE
- 1.327 The sponsor shall notify all the investigators involved in ongoing clinical trials of the investigational medicinal product of all SUSARs within 15 calendar days
- 1.328 Initial Serious or fatal reactions (local) shall be reported within seven days and follow up reports submitted afterwards within eight days of the initial report
- 1.329 Any serious adverse event to the investigational product shall receive immediate medical attention.
- 1.330 The SAE report form shall be completed and detailed information such as laboratory results submitted to enable causality assessment.
- 1.331 All fatal cases shall be accompanied by a formal autopsy report where available.
- 1.332 In exceptional circumstances where a formal autopsy is not practicable, provision of a verbal autopsy report shall be submitted.
- 1.333 The Principal Investigator is required to submit follow-up information as soon as it becomes available.
- 1.334 Additional information may include copies of diagnostic test results, laboratory reports, or medical record progress notes.
- 1.335 All additional information should be clearly marked as update information and should include the Protocol Number and Participant Number.
- 1.336 Foreign regulatory decisions that affect the safety or use of the

product under study shall be reported to PPB within seven days through a detailed report

1.337 Literature reports that affect the safety of the product under study shall be submitted within fifteen days thorough a detailed report and a copy of the publication

1.338 New information or notification of change in nature, severity or frequency of risk factors for the product under study or conduct of trial shall be submitted within fifteen days shall be submitted within fifteen days

1.339 NB; Notwithstanding the above, the Board may require more frequent reporting of the safety reports depending on the nature of the clinical trial being implemented. This if required, shall be communicated to the PI and or sponsor in writing.

Requirements Concerning Data and Safety Monitoring Board

1.340 The Pharmacy and Poisons Board recommends the formation of a Data Safety and Monitoring Board to monitor trials, when:

1.340.1 The study endpoint is such that a highly favorable or unfavorable result, or even a finding of futility, at an interim analysis might ethically require termination of the study before its planned completion;

1.340.2 There are a priori reasons for a particular safety concern, as, for example, if the procedure for administering the treatment is particularly invasive;

1.340.3 There is prior information suggesting the possibility of serious toxicity with the study treatment;

1.340.4 The study is being performed in a potentially fragile population such as children, pregnant women or the very elderly, or other vulnerable populations, such as those who are terminally ill or of diminished mental capacity;

1.340.5 The study is being performed in a population at elevated risk of death or other serious outcomes, even when the

- study objective addresses a lesser endpoint;
- 1.340.6 The study is large, of long duration, and multi-center.
- 1.341 The following issues related to DSMB shall be submitted to PPB:
- 1.341.1 Composition of DSMB or SMC
 - 1.341.2 Copy of the DSMB/SMC Charter
 - 1.341.3 DSMB or SMC reports which should be submitted to PPB within two weeks of the deliberations and in the request for annual approval.
- 1.342 Factors that may be considered when appointing members to DSMB include;
- 1.342.1 Relevant expertise,
 - 1.342.2 Experience in clinical trials and
 - 1.342.3 Serving on other DSMBs, and
 - 1.342.4 Absence of serious conflicts of interest
- 1.343 The objectives and design of the trial and the scope of the responsibilities given to the DSMB determine the types of expertise needed for a particular DSMB.
- 1.344 Composition may include
- 1.344.1 Clinicians with expertise in relevant clinical specialties
 - 1.344.2 Biostatistician knowledgeable about statistical methods for clinical trials and sequential analysis of trial data.
 - 1.344.3 Toxicologists,
 - 1.344.4 Epidemiologists, and
 - 1.344.5 Clinical pharmacologists,
 - 1.344.6 For trials with unusually high risks or with broad public health implications, the DSMB may include a medical ethicist knowledgeable about the design, conduct, and interpretation of clinical trials.
 - 1.344.7 Prior DSMB experience is important when considering the committee as a whole; it is highly desirable that at least some members have prior DSMB service. Prior DSMB experience is particularly important for the statistical

DSMB member if there is only one statistician serving on the DSMB.

1.344.8 Some trials may require participation of other types of scientists.

1.345 We recommend that sponsors establish procedures to:

1.345.1 Assess potential conflicts of interest of proposed DSMB members;

1.345.2 Ensure that those with serious conflicts of interest are not included on the DSMB;

1.345.3 Provide disclosure to all DSMB members of any potential conflicts that are not thought to impede objectivity and thus would not preclude service on the DSMB;

1.345.4 Identify and disclose any concurrent service of any DSMB member on other DSMBs of the same, related or competing products.

Manufacturing and import of Investigational products

1.346 Investigational medicinal products shall be manufactured by applying manufacturing practice, which ensures the quality of such medicinal products in order to safeguard the safety of the participant and the reliability of data generated in the clinical trial ('good manufacturing practice').

1.347 Clinical trial investigational products must be manufactured in accordance with the code of Good Manufacturing Practice (GMP) including Good Manufacturing Practice for Investigational Medicinal Products, and a certificate of GMP be issued by a competent authority from the country of manufacture provided. At the minimum, the GMP certificate should include the Competent authority name and contact details, address of the manufacturing site, date of inspection and validity period. This implies that the manufacture of the investigational product may be subject to control and inspection in the same way as the case of marketed medicinal products.

1.348 Certificates of analysis (COAs) must be provided for all investigational and comparator products.

1.349 Chemistry and manufacturing information provided in the clinical trial application should be presented in a concise manner and should include the following:

1.349.1 Drug Substance:

1.349.1.1 Names and Source

1.349.1.2 Method of Manufacture

1.349.1.3 Physicochemical Properties and Structure Elucidation

1.349.1.4 Impurities

1.349.1.5 Specifications and Test Methods and Batch Analyses

1.349.1.6 Stability and Packaging

1.349.2 Dosage Form:

1.349.2.1 Source

1.349.2.2 Developmental Pharmaceutics

1.349.2.3 Formulation and Method of Manufacture and Packaging

1.349.2.4 Specifications and Test Methods and Batch Analyses

1.349.2.5 Stability

1.350 If the pharmaceutical or chemical properties of the investigational product have been altered compared to those in use during animal testing or previous clinical trials, such alterations must be described and justified. This, for example, applies to impurities and degradation products.

1.351 Pharmaceutical and/or chemical alterations in an investigational product that is used in an ongoing clinical trial, and that may affect

the quality, safety and/or efficacy of the medicinal product must immediately be reported to the Regulatory Authority.

1.352 If the composition of the medicinal product is altered, additional bioavailability or bioequivalence studies may be required.

1.353 The manufacturing process and manufacturing facility of the investigational product may be subject to GMP inspection by PPB

1.354 Approval for importation of investigational products and comparator will be dependent on approval to conduct the clinical trial. The quantities approved for import shall be justifiable in relation to the study and timelines.

Pharmacy

1.355 All clinical trial sites should have a designated Pharmacy that is secure and access-controlled and shall be under the control of a validly qualified Pharmacist.

1.356 The pharmacy should have;

1.356.1 Facilities and equipment reflecting the types of trial that the investigator does including Biosafety Level Cabinets if required.

1.356.2 The right environment, such as directional airflow that is controlled/monitored for particles, microbiological contamination and temperature.

1.356.3 Thermometers, hygrometers, weighing balances, etc. that are regularly calibrated and with calibration records kept and these may be subject to inspection by the board

1.356.4 A designated storage area, with a quarantine area, for the investigational products

1.356.5 The right equipment, such as a laminar flow cabinet to prepare sterile products

1.356.6 Procedures to comply with GMP

1.356.7 A rigorous quality management system

1.357 The study products should be stored in designated areas under

conditions and for times recommended by the sponsor.

1.358 Storage areas should:

1.358.1 Have adequate space for different study products to be stored apart

1.358.2 Be temperature-controlled and, if appropriate, humidity monitored, with alarm controls

1.358.3 Be protected from direct sunlight

1.358.4 Be mapped to identify and avoid using hot and cold spots, if appropriate

1.358.5 Be secure

1.358.6 Be accessible only to authorized staff

1.358.7 Have records for logging study products in and out

Pharmacy Staff

1.359 Each study shall have a Study Pharmacist who shall be suitably qualified and experienced to handle the IMP.

1.360 The Pharmacist shall be resident in Kenya and must be duly registered by the Board.

1.361 The pharmacy staff must be sufficient in number for the type and amount of work that the pharmacy undertakes in the study.

1.362 The Pharmacist shall have a valid Professional Indemnity Insurance Cover throughout the study

1.363 A pharmacist may delegate work to pharmacy technicians or assistants, but must supervise their work and will be overall responsible for their work.

1.364 A pharmacist should have overall responsibility for investigational products and marketed medicines, including emergency medicines used in the study. This should be a delegated function from the Principal Investigator of the study.

1.365 The Pharmacy staff handling IMP should receive GCP training

and periodic refresher training at a minimum of once every two years.

Product Handling, Accountability and Disposal:

- 1.366 All clinical trial sites shall have a Pharmacist as part of the core study team.
- 1.367 The role of the Pharmacy in relation to clinical research shall be:
 - 1.367.1 To safeguard participants and health care professionals by ensuring that IMPs are appropriate for use and are procured, handled, stored and used safely and correctly.
 - 1.367.2 To ensure that IMPs are managed and dispensed to patients in accordance with the protocol.
 - 1.367.3 To ensure that all pharmacy clinical trials procedures comply with relevant guidelines and regulations.
 - 1.367.4 Perform the IMP duties and responsibilities as delegated to him/her by the principal investigator.
 - 1.367.5 All pharmacy teams involved in the setting up of clinical trials and dispensing of trial medication must adhere to GCP which ensures
 - 1.367.5.1 The protection of participants involved in trials and
 - 1.367.5.2 The credibility of the data generated in the trial.
- 1.368 The Pharmacy staff handling the investigational products shall be adequately trained on how to handle and dispense the IMP.
- 1.369 Each clinical trial site shall have a regularly reviewed and updated pharmacy protocol to guide on the handling and dispensing of the investigational products
- 1.370 All investigational products shall be under the care and responsibility of a Pharmacist validly registered and with current practice licence of the board
 - 1.370.1 The Study Pharmacist shall maintain;
 - 1.370.1.1 Certify QP release statement
 - 1.370.1.2 QP declaration

- 1.370.1.3 IMP certificate of analysis
 - 1.370.1.4 Viral safety studies and data (if applicable)
 - 1.370.1.5 BSE-/TSE-free certificate(s)
 - 1.370.1.6 Master randomization list
 - 1.370.1.7 IMP code breaks
 - 1.370.1.8 IMP prescription template
 - 1.370.1.9 IMP accountability log template
 - 1.370.1.10 IMP destruction log template
 - 1.370.1.11 Temperature log
 - 1.370.1.12 Temperature deviation log
 - 1.370.1.13 IMP recall information
- 1.370.2 The study products shall be stored according to the required storage instructions of the manufacturer
- 1.370.3 All clinical trial sites shall maintain;
- 1.370.3.1 Calibration records of all the equipment relevant to the storage and dispensing of the IMP
 - 1.370.3.2 Local dispensing/pharmacy procedure SOPs
 - 1.370.3.3 IMP ordering and shipping records
 - 1.370.3.4 Acknowledgement of receipt
 - 1.370.3.5 Completed IMP prescriptions
 - 1.370.3.6 IMP accountability log
 - 1.370.3.7 IMP storage records
 - 1.370.3.8 IMP temperature storage records
- 1.370.4 Records of temperature and humidity control and monitoring shall be maintained and these may be subject to inspection by PPB
- 1.370.5 If the investigational drug is subject to the Controlled Substances Act, the pharmacist shall take adequate precautions, including storage of the investigational drug in

a securely locked, substantially constructed cabinet, or other securely locked, substantially constructed enclosure, access to which is limited, to prevent theft or diversion of the substance into illegal channels of distribution.

1.370.6 An investigator shall administer the drug only to participants under the investigator's personal supervision or under the supervision of a sub investigator responsible to the investigator. The investigator shall not supply the investigational drug to any person not authorized under this part to receive it.

1.370.7 An investigator is required to maintain adequate records of the disposition of the drug, including dates, quantity, and use by participants. If the investigation is terminated, suspended, discontinued, or completed, the investigator shall return the unused supplies of the drug to the sponsor, or otherwise provide for disposition of the unused supplies of the drug.

1.370.8 All study products will be destroyed after a written permission from the board, following a written application/request from the Sponsor/ investigator's team and the disposal be witnessed by a PPB inspector who shall issue a Drug Destruction Certificate.

1.370.9 A product Accountability/Disposal report shall be submitted to PPB within 3 months from the Last Patient Out date. The report should include:

1.370.9.1 Date(s) and quantity received for each product

1.370.9.2 Balance of the study medication(s)

1.370.9.3 Drug Destruction Certificate, and/or written evidence return to the used/unused drug supplies to country of origin (whichever applicable).

1.370.9.4 PPB should be provided with a report of shipment

to the sponsor of destruction of the remaining test articles

1.370.10 PPB shall be informed in writing of any possible delay in submission of the report where the delay is unavoidable.

Accountability at Trial Site

1.371 The pharmacist shall keep records of each stage of the handling and use of the investigational product, such as:

1.371.1 Receiving and assessing its condition on arrival, and notifying the findings to the sponsor

1.371.2 Dispensing or manufacturing it

1.371.3 Giving each participant the dose or doses specified by the protocol

1.371.4 Returning unused product to the sponsor or delegate,

1.371.5 Destroying it, as instructed by the sponsor with the approval of PPB

1.371.6 Keeping an inventory

1.371.7 Reconciling the entire IMP received from the sponsor.

1.372 These records should include the dates, quantities, batch numbers, expiry dates and the unique code numbers assigned to the investigational product and to the trial participants.

Recall

1.372.1 The site must have a system for retrieving the investigational products promptly at any time.

Retention of samples

1.372.2 Manufacturers or importers of the investigational products must retain samples of each batch of bulk product, and the packaging components used for each finished batch, for at least two years after the end of the trial.

Laboratories that Perform the Analysis of Clinical Trials Samples

1.373 Laboratories that conduct work in support of a clinical trial should be of suitable size, construction and location to meet the requirements of the work being performed.

1.374 The design of the facility should provide an adequate degree of

separation of different activities to assure the proper conduct of the work.

- 1.375 All laboratory equipment used in a clinical trial should have valid maintenance and calibration certificates.
- 1.376 The laboratory analysis should be organized and conducted in such a way that the findings are transparent and stand up to retrospective verification.
- 1.377 Roles and responsibilities within a laboratory should be established and documented prior to the initiation of analytical work.
- 1.378 It is the responsibility of laboratory management to ensure that laboratory personnel are appropriately educated, experienced and trained and qualified to perform the roles and responsibilities assigned to them.
- 1.379 Laboratory management should ensure that each individual involved in the analysis of clinical trial samples has a current job description detailing the individual's role and responsibilities within the laboratory.
- 1.380 Laboratory staff should have valid registration and practice licenses with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- 1.381 The Laboratories should have an External Quality Assurance (EQA) program in place for important endpoint assays e.g. hematology, biochemistry, microbiology etc.
- 1.382 Laboratory management should ensure that there is a Quality Assurance programme with designated personnel and ensure that the quality assurance responsibility is being performed in accordance with regulatory requirements.
- 1.383 A named individual(s) who assumes responsibility for the conduct and reporting of the work should oversee the analysis or evaluation of clinical trial samples. This individual(s) should ensure

that all laboratory work is performed in compliance with the clinical trial protocol, clinical trial protocol amendments, the contract, any associated work instruction and standard operating procedures.

- 1.384 Prior to the initiation of any analysis, the persons designated as “laboratory management” should make provision to ensure that sufficient resources are available for the timely and proper conduct of the analysis in accordance with the clinical trial protocol, work instructions, associated methods and standard operating procedures.
- 1.385 Prior to the initiation of analytical work, lines of communication should be established and documented between the sponsor or their representative and the individual who is responsible for coordinating the laboratory analysis. It is particularly important that laboratory personnel know to whom they should report anomalous results, which may impact on trial participant safety.
- 1.386 Laboratory personnel should be fully aware of their roles and responsibilities with respect to the analysis or evaluation they are performing.
- 1.387 All staff involved in the analysis or evaluation of clinical trial samples should receive GCLP training commensurate with their roles and responsibilities.
- 1.388 Laboratory staff should receive periodic GCLP refresher training every two years.
- 1.389 Laboratory personnel should receive an appropriate level of technical training prior to their participation in the analysis or evaluation of clinical trial samples. Specifically, laboratory management should ensure that staff is competent to perform the techniques required by the protocol, work instructions or associated methods.
- 1.390 A record of training should be maintained for each individual involved in the analysis or evaluation of clinical trial samples.

Laboratory management should ensure a copy of this information is retained when staff leaves the organization.

- 1.391 If an individual has relevant experience that has been gained through previous employment, they should maintain a record of this experience in addition to a record of training provided by their current employer.
- 1.392 It is recommended that laboratory management to ensure the information they contain is up to date and remains relevant periodically review training records.
- 1.393 Contractual agreements between relevant parties should be in place prior to the initiation of any work.
- 1.394 Contracts and agreements between the laboratory and the sponsor should not conflict with the requirements outlined in the clinical trial protocol or work instruction
- 1.395 The laboratory's quality system should include a documented procedure for the drafting, agreement, review and revision of contracts.
- 1.396 The laboratory should be provided with a copy of the full clinical trial protocol (and amendments).
- 1.397 A mechanism should be agreed with the sponsor or their representative to ensure that any amendments to the clinical protocol that are relevant to the work of the laboratory are supplied accordingly.
- 1.398 All analysis or evaluation of clinical trial samples must be performed in accordance with the clinical trial protocol.
- 1.399 Appropriate procedures should be implemented to ensure effective and timely communication with the sponsor or their representative, regarding any serious deviations from the work instruction, clinical trial protocol or contract/agreement.
- 1.400 The impact of any deviations from the laboratory's standard operating procedures or documented policies should be assessed

and documented.

- 1.401 Laboratories should not perform any work on clinical trial samples that is not specified in the clinical trial protocol.
- 1.402 If additional work is requested by the sponsor or their representative all relevant documentation must be amended prior to the initiation of the additional analysis or evaluation. The laboratory should seek assurance from the sponsor that the additional work does not conflict with the requirements of the clinical trial protocol, compromise the informed consent given by the trial participants or impact on the ethics committee approval and/or the approval given by Pharmacy and Poisons Board
- 1.403 If unscheduled analysis or evaluation is required for urgent clinical reasons, e.g. as a result of adverse events, then it should not be delayed because it is not stipulated in the clinical trial protocol, the work instruction
- 1.404 Before placing work with a sub-contractor, the sponsor, or their representative, should be informed and, if necessary, the contract with the sponsor amended.
- 1.405 A contract or service level agreement should be implemented between the two laboratories prior to the initiation of any work. Any such contract or service level agreement should clearly state roles and delegated tasks and the scope and nature of the work that will be undertaken by the sub-contractor.
- 1.406 Care should be taken to ensure that contracts do not conflict with the requirements of the clinical trial protocol, work instruction or the contract between the analytical laboratory and the sponsor.
- 1.407 If analysis or evaluation of clinical trial samples is sub-contracted to another laboratory, the ability of the sub-contractor to perform the work must be assessed prior to its initiation.
- 1.408 Prior to the initiation of laboratory work, lines of communication should be established with the sponsor, or their representative, and

with the investigators, to ensure that any issues that may impact on patient/participant safety are reported without delay. These may include, but are not limited to, the reporting of unexpected or out of range results and significant deviations from the protocol or work instructions.

1.409 Under most circumstances normal ranges should be established for safety tests prior to the start of analysis. If clinically significant deviations from these ranges are recorded, a mechanism should be in place to communicate this information to the sponsor or their representative and to the investigator as quickly as possible.

Sample labelling, receipt, storage and chain of custody

1.410 There should be a system for the sample management system taking care of samples from receipt to release of final result.

1.411 The clinical trial samples should be labelled in such a way as to allow their unequivocal identification. A mechanism to track the movement of each sample from arrival to analysis or evaluation should be implemented and maintained.

1.412 Samples should be transported in such a way that their integrity and viability remains unaffected.

1.413 Where there is a requirement for samples to be refrigerated or frozen during transportation, measures should be taken to positively confirm that the samples were maintained at an appropriate temperature for the duration of time they were in transit.

1.414 Refrigerators or freezers used for the storage of clinical samples should be monitored to ensure they are operating within acceptable parameters.

Method validation

1.415 Analysis should be performed using appropriately validated methods with defined acceptance criteria where appropriate.

1.416 The validation of methods should be documented and, on completion, this documentation should be archived.

- 1.417 Relevant storage stability data must be available if samples are to be stored prior to analysis.
- 1.418 Routine system suitability tests, such as the analysis of quality control (QC) samples, should be considered and included in the analytical methodology as required.
- 1.419 It is important that analytical factors that may potentially affect clinical trial results are considered.
- 1.420 Acceptance criteria for each method of analysis and the circumstances that allow repeat analysis should be clearly defined and documented.
- 1.421 Repeat analyses should only be undertaken in accordance with a documented policy.
- 1.422 It is never acceptable to selectively report data; consequently, the rationale for performing the repeat analysis and the reason for the selection of the data points that will be reported should be transparent and should be documented.
- 1.423 All equipment used to conduct clinical analysis should be fit for its intended purpose. As a minimum, equipment should be regularly maintained by suitably qualified persons and any maintenance documented.
- 1.424 Prior to use, analytical equipment should be subjected to an appropriate level of user acceptance testing, by a suitably qualified person to demonstrate that the equipment is fit for its intended purpose. Any such tests should be documented and the records retained as long as the trial records to which the sample analyses relate (i.e. it may be necessary to retain the records beyond the decommissioning and retirement of the equipment).
- 1.425 Apparatus should be periodically inspected, cleaned, maintained, and calibrated according to standard operating procedures or the manufacturer's manuals. Records of these activities should be maintained. Calibration should, where appropriate, be traceable to

national or international standards of measurement. Calibration frequency will be determined by management or their representatives and should be designed to ensure that all equipment remains fit for purpose.

Computerized systems

- 1.426 All computerized systems used for the capture, processing, reporting and storage of data should be developed, validated and maintained in ways which ensure the validity, integrity and security of the data.
- 1.427 Prior to use, all computerized systems should be subjected to an appropriate level of validation. The primary aim of any validation process will be to demonstrate that the computerized system is fit for its intended purpose and can produce reliable and reproducible data. The scope of the validation should be linked to the level of functionality that will be utilized. Validation should be performed in accordance with a documented plan. All key aspects of the validation process should be documented and on completion, a suitably qualified person should assess results. When a computerized system is deemed fit for use the decision should be documented and authorized by laboratory management or their designated representative. Any limitations of the system should be clearly described in laboratory procedures.
- 1.428 For each computerized system, the components (e.g. hardware and software), which constitute the system, should be clearly defined. This information should be documented with the associated validation package.
- 1.429 If additional functionality is utilized which is beyond the scope of the original validation the need to perform additional validation must be considered and, in most cases, will be required.
- 1.430 If additional computerized systems are interfaced with an existing laboratory information management system (LIMS) the impact of the new equipment on the functionality of the LIMS should be assessed.

- 1.431 On completion, all records associated with the validation of a computerized system should be archived.
- 1.432 Computerized systems should be sited in appropriate locations. Consideration should be given to environmental conditions and other external factors, which may adversely impact on the systems performance.
- 1.433 Disaster recovery procedures should be considered for all computerized systems.
- 1.434 Laboratory policies should clearly define what constitutes a source document.
- 1.435 Source documents must always be archived and be sufficiently detailed to ensure they can be used to reconstruct the analysis, and any subsequent operation performed on the data, during or after the analysis.
- 1.436 Access to computerized systems should be controlled. The identity of those with specific access rights to computerized systems should be documented and subjected to periodic review to ensure that the access restrictions remain current and appropriate.

Controlled Human Infection Studies (CHIS)

- 1.437 Controlled Human Infection studies are trials in which participants are intentionally challenged with a well-characterized pathogen in a controlled manner while being closely monitored.
- 1.438 The challenge organism may be close to wild-type and pathogenic, adapted and/or attenuated from wild-type with less or no pathogenicity, or genetically modified in some manner.
- 1.439 The well characterized strain of an infectious agents should be administered at a controlled dose and by a specific route to carefully selected adult volunteers.
- 1.440 The studies require safe and accurate microbiology, good clinical facilities, careful recruitment and monitoring. Volunteers should be monitored for evidence of carriage or infection under medical

supervision to anticipate or manage symptoms of disease.

- 1.441 The value of the information to be gained should clearly justify the risks to human subjects.
- 1.442 Consideration should be whether the burden of disease being studied is of sufficient importance to justify the risks associated with participant involvement, and the costs, including opportunity costs, of the effort.
- 1.443 The investigators should be adequately qualified, trained and experienced in the conduct of CHIM studies as well as treating patients with the infectious disease being investigated. They should be able to spend adequate time for oversight of these studies.
- 1.444 The study should have adequate number of qualified members and adequate infrastructure for conduct of CHIM studies.
- 1.445 The study team should be compliant with ICH-GCP for conduct of clinical trials.
- 1.446 All the study personnel should be conversant with the SOPs which are pertinent to them.
- 1.447 It is important to choose well characterized challenge strain for CHIM studies. The key elements for quality control include:
 - 1.447.1 Well characterized seed material and cells with documented growth
 - 1.447.2 Comparative virulence studies (against benchmark reference material)
 - 1.447.3 Well-characterized and documented growth and maintenance media
 - 1.447.4 Freedom from adventitious agents (including Transmissible Spongiform Encephalopathies)
 - 1.447.5 Adequacy and consistency of manufacturing process including growth media, batch release tests
 - 1.447.6 Safety testing (animal toxicity studies)
- 1.448 As CHIM studies require careful ethical consideration of both risk

to participants, and to their contacts, the provision of robust clinical service to support the participant should an adverse event occur should be in place.

- 1.449 The study participants should be adequately informed about the study they are getting enrolled into. A test of their understanding of what the study is about should ideally be administered to each of the participants.
- 1.450 It is not appropriate to consider human challenge trials with an organism that causes disease with high case fatality rate, or where there is a long and uncertain latency period or there are no existing therapies to prevent or ameliorate disease and preclude death.
- 1.451 The clinical facilities to recruit and manage study participants must ensure that the infection risk is no greater than if the study was carried out elsewhere in the world.
- 1.452 Complete clearance/resolution of disease is required before the end of the study
- 1.453 CHIM models should be developed in maximally resourced settings before introduction to Kenya.
- 1.454 Data on the quality of the CHIM from several previous studies should be submitted for evaluation together with the study protocol.
- 1.455 Data Monitoring and Safety Boards (DMSB) are recommended for all CHIM studies.
- 1.456 The challenge trials should be undertaken in accordance with GCP, protocol and in special facilities that are designed and operated in a manner that can prevent the spread of the challenge organism to people outside the study or to the environment.
- 1.457 The clinical facilities should be capable of providing continuous monitoring and medical attention at the appropriate point(s) in time after the challenge is given. In addition to providing immediate access to appropriate medical care and treatment, the facilities

should be designed to prevent the spread of disease, particularly when the challenge organism is a genetically modified organism or an organism that is not endemic to the locality.

- 1.458 The study endpoints must be consistently defined, and easily identified before the onset of any significant pathology, in order to minimize the risk to participants, and to ensure that clinical or scientific outcomes are assessed.
- 1.459 The challenge strains should ideally be chosen and manufactured in compliance with GMP at a level similar to that required for a product to be studied in a Phase 1 clinical trial.
- 1.460 Implementation of a Quality Assurance (QA) of inocula from manufacture, that may require Good Manufacturing Practice certification, through to a regulated delivery pathway to the volunteer is required.
- 1.461 A no-fault insurance cover should be obtained for all of these clinical trials.
- 1.462 Chemistry Manufacturing and Control considerations for challenge strains, should generally be similar to those for biologic products.
- 1.463 Before initiating a challenge study in humans, enough consideration should be given to selection of the challenge strain(s). If candidate challenge strains differ in virulence, the least virulent strain that will serve the goals of the challenge study should be used.
- 1.464 If the original source of a pathogen is a patient, any information about the clinical presentation of that patient and any other aspects of the clinical context should be recorded.
- 1.465 Passage history of the challenge strain should be documented, including identification of the growth medium and other raw materials used in its isolation and passage, or in some cases, relevant information about animals used for propagation.

- 1.466 The presence of specific virulence factors and the range of antimicrobial susceptibility should be well-documented.
- 1.467 Genotypic characterization, full genomic DNA sequencing, of the challenge strain should be provided.
- 1.468 For microbial purity; it is important to establish that other contaminating pathogens are not being administered through contamination of the challenge agent.
- 1.469 Potency testing; Administration of hyper-potent doses of challenge inocula could lead to significant unanticipated morbidity. Conversely, the consequence of administering a sub-potent challenge may be that no useful information is derivable from the challenge study and that volunteers will have been placed at risk without justification. In all cases the selected target dose should balance safety of the volunteers with an “attack” rate based on clinical response to the challenge inocula that will support the objectives of the proposed challenge study.
- 1.470 Stability should be determined by assessment of potency and purity over time. A stability program should include purity and potency testing at specified intervals. In cases where the challenge inoculum is prepared fresh after growth from an aliquot of a cell or virus bank, or harvested after growth in live animals, a demonstration that the challenge inoculum maintains its potency during the period between its preparation and its administration is required.
- 1.471 In both cases of pre-prepared and freshly prepared challenges, a potency determination of the inoculum at the time of administration is desirable and will serve to verify the actual dose delivered.
- 1.472 The CMC should include periodic testing of purity and potency of the cell or virus banks, if applicable. For challenge strains that have been genetically modified, demonstration of the integrity of

the modifications should be integrated into the stability and pre-challenge testing program.

- 1.473 CHIM studies should be conducted under the provisions of Good Clinical Practice
- 1.474 Safety evaluation of the controlled human infection model; Careful assessment of the expected risks associated with exposure to the challenge organism is a critical component of preclinical evaluation of a CHIM. Sponsors should provide adequate information to assess risks to subjects in the proposed studies.
- 1.475 For controlled human infection studies, sponsors should provide a description of possible risks to be anticipated based on clinical manifestations associated with natural infection and data from prior clinical studies conducted with the challenge strain, if available.
- 1.476 When a challenge strain has been attenuated, data from preclinical studies in relevant animal models may provide additional information regarding risks and the potential for severe or serious outcomes and this information should be provided.
- 1.477 Sponsors should provide data to justify the selection of the starting dose of the challenge inoculum. Staggered escalation of the challenge dose, with safety review between dosing cohorts, can enhance the safe conduct of the study.
- 1.478 Eligibility criteria for human challenge studies should exclude persons at increased risk for complications following challenge. In certain cases, development of appropriate eligibility criteria may require recognition and management of pathogen-specific risks.
- 1.479 The study protocol should clearly specify stopping rules and management of withdrawal of study participants at different stages of the study.
- 1.480 The investigator should inform the subject during consent, that in case of withdrawal (either voluntary or at investigator's discretion),

the subject may have to undergo confinement for a quarantine period.

- 1.481 Dose limited toxicity should be defined in the context of various severity of infection that the challenge produces.
- 1.482 The major direct risk to the participants in CHIM studies is the occurrence of symptomatic infection and its possible consequences such as severe disease, complications, and death. Other foreseeable direct risks to participants like immediate reactions to challenge strain, delayed immune-mediated reactions, and possibility of a dormant infection/carriage, and indirect risks such as stress associated with stay at an isolation facility and loss of wages should be considered.
- 1.483 Occurrence of serious adverse events in CHIM studies should be monitored adequately.
- 1.484 Risk mitigation and risk management plan for each study should be outlined in advance after a careful evaluation of information available pertinent to the study material and study processes.
- 1.485 The plan for risk mitigation should consider minimization of risks during several stages of the study design and conduct.
- 1.486 Controlled human infection studies in females of reproductive potential; In the absence of a compelling rationale and justification, pregnant women, lactating women and women actively trying to become pregnant should be excluded from controlled human infection studies.
- 1.487 Managing the risk of environmental transmission; Infectious pathogens may have the potential to be transmitted to others such as household members, study staff, the community, and to the environment. The specific precautions to mitigate these possible transmission risks should clearly be presented.
- 1.488 CHIM studies should be undertaken in accordance with a protocol, and in special facilities that are designed and operated in a manner

that prevents the spread of the challenge organism outside the study or to the environment.

1.489 The clinical facilities should be capable of providing continuous monitoring and medical attention at the appropriate point(s) in time after the challenge is given.

1.490 Safety monitoring systems for the studies should be established, and the safety monitoring and risk minimization and management plan to be submitted for approval.

Quality Assurance processes

1.491 Quality assurance processes should be developed to ensure that:

1.491.1 Research centers, researchers, sponsors, clinical research organizations (CROs) and everyone involved in the clinical trial comply with Good Clinical Practice

1.491.2 There is regular and continuous monitoring of the study and the monitoring reports' recommendations are implemented.

1.491.3 The study monitoring plan shall be submitted to PPB during the initial submission of the application

1.491.4 The clinical trials research site shall have a valid registrations and approvals

1.491.5 Patient safety and confidentiality are not compromised.

1.491.6 The analysis or evaluation of clinical trial samples is conducted in accordance with the principles of GCP.

1.491.7 Analysis or evaluation of samples is performed in accordance with the protocol and, where applicable, the contract/agreement, the work instruction and associated methods.

1.491.8 The laboratories policies and SOPs are adhered to.

1.491.9 Trial data is recorded and reported accurately, legibly, completely and in a timely manner.

1.491.10 Trial data is archived.

- 1.491.11 Prior to the initiation of sample analysis or evaluation, it is often necessary to prepare a work instruction detailing the procedures, which will be used to conduct the analysis or evaluation.
- 1.491.12 Be purpose-built or adapted for the purpose
- 1.491.13 Have automated equipment for routine hematology, biochemistry and serology tests
- 1.491.14 Have procedures for analyzer calibration and quality control
- 1.491.15 Regularly maintain all the equipment, including point-of-care equipment
- 1.491.16 Have a procedure for transporting samples safely and quickly from clinical areas to the laboratory
- 1.491.17 Have written procedures for all assays, and validate the assays
- 1.491.18 Have a stock control procedure to make sure that reagents and consumables are used within their expiry dates
- 1.491.19 Keep records, including source documents and final reports
- 1.491.20 Have a procedure for authorizing and releasing results
- 1.491.21 Have a procedure for 'flagging' and notifying medical staff of abnormal results
- 1.491.22 Have a laboratory information management system, and validate and backup the system
- 1.491.23 Provide protective clothing and safety equipment for staff
- 1.491.24 Have a central alarm system for all fridges and freezers
- 1.491.25 Have an internal audit programme.

Protocol Amendment

1.492 For an amendment to an approved protocol;

1.492.1 Any new information which affects the

conduct/management of the trial, safety of the participants and manufacture of the product necessitating changes to, protocol, consent form and trial sites, etc. will require immediate submission of the amended documents to PPB for review and approval

1.492.2 Arrangements must be in place for taking appropriate urgent safety measures to protect participants against any immediate hazard where new events relating to the conduct of the trial or the development of the IMP are likely to affect the safety of the subjects.

1.492.3 The safety measures, such as temporarily halting the trial, may be taken without prior authorization from the PPB but must be reported to the Board.

1.493 A copy of favorable opinion letter from ethics committee on record shall be submitted together with the request for approval of a proposed amendment to PPB.

1.494 PPB approval must be obtained for all substantial amendments that include but not limited to amendments of the following:

1.494.1 Changes that may affect

1.494.1.1 the safety or physical or mental integrity of the participants,

1.494.1.2 the scientific value of the trial,

1.494.1.3 the conduct or management of the trial,

1.494.1.4 the quality or safety of any IMP used in the trial.

1.494.1.5 Change of main objective

1.494.1.6 Change of primary or secondary endpoint

1.494.1.7 Use of new measurements (methods) for the primary endpoint

1.494.1.8 Change in the definition of the end of the trial

1.494.1.9 Addition of a trial arm or placebo group

1.494.1.10 Change of in-/exclusion criteria

1.494.1.11 Reducing number of monitoring visits

- 1.494.1.12 Withdrawal of independent data monitoring board (DSMB)
- 1.494.1.13 Change of IMP
- 1.494.1.14 Change of dosing of IMPs
- 1.494.1.15 Change of mode of administration of IMPs
- 1.494.1.16 Change of study designs with impact on statistical analysis or the risk/benefit assessment
- 1.494.1.17 Change of sponsor or the sponsor's legal representative
- 1.494.1.18 Revocation or suspension of the IMP's MA
- 1.494.1.19 Changes in the manufacturing process and/or specifications of an active substance /IMP
- 1.494.1.20 Change of the reference safety information (RSI) during the conduct of a clinical trial.
- 1.494.1.21 Addition of a study site
- 1.494.1.22 Change of investigator
- 1.494.1.23 Changes to the patient information
- 1.494.2 Changes that affect patient selection and monitoring
- 1.494.3 Changes that affect clinical efficacy and safety requirements (e.g. dosage adjustments, study procedures, etc.)
- 1.494.4 Changes that affect patient discontinuation
- 1.494.5 Addition/removal of an investigational site or study arm
- 1.494.6 Change of Principal Investigator
- 1.494.7 Addition or reduction of sample size of the study
- 1.494.8 Changes that result in the extension of duration of a trial
- 1.494.9 Any changes that introduce more than minimum risk to study participants
- 1.495 A request for approval of an amendment shall be submitted with the following information;
 - 1.495.1 Summary of the proposed amendments

- 1.495.2 Reason for the amendment
 - 1.495.3 Impact of the amendment on the original study objectives
 - 1.495.4 Impact of the amendments on the study endpoints and data generated.
 - 1.495.5 Impact of the proposed amendments on the safety and wellbeing of study participants
- 1.496 Minor amendments or administrative changes may be implemented after getting the ERC's approval but a record of these amendments shall be kept for possible inspection by PPB.

Information on On-going Trials

- 1.497 Research centers, researchers, sponsors, clinical research organizations (CROs) and everyone involved in the clinical trial shall comply with Good Clinical Practice, legal and regulatory requirements in the conduct of clinical trials.
- 1.498 The PI shall be responsible for updating the current status of the approved study at the clinical trials registry; www.ctr.pharmacyboardkenya.org
- 1.499 Protocol violations and protocol deviations shall be reported to the board within seven days of the PI becoming aware of them. The details to be reported shall include;
- 1.499.1 Date of the Deviation/Violation
 - 1.499.2 Study participant(s) affected
 - 1.499.3 Name of the treating physician
 - 1.499.4 Detailed description of the deviation/violation
 - 1.499.5 Indication whether the study participants were adversely affected by the deviation/violation
 - 1.499.6 Explanation why the deviation/violation occurred
 - 1.499.7 Measures taken to address the deviation/violation
 - 1.499.8 Measures taken to preclude future recurrence of the deviation/violation
- 1.500 The sponsor and/or PI must submit progress reports to PPB on an annual basis or as may be required from the date of initiation of

the clinical trial. The progress report should contain:

- 1.500.1 Copy of the progress report that shall contain among others;
- 1.500.2 the current status of the study,
- 1.500.3 Participants flow;
 - 1.500.3.1 summary of the patients screened,
 - 1.500.3.2 Numbers that failed screening,
 - 1.500.3.3 numbers enrolled,
 - 1.500.3.4 numbers withdrawn and reasons for withdrawal,
 - 1.500.3.5 numbers lost to follow-up,
- 1.500.4 challenges experienced
- 1.500.5 Summary of protocol deviations and protocol violations.
This should include
 - 1.500.5.1 Date of the Deviation/Violation
 - 1.500.5.2 Study participant(s) affected
 - 1.500.5.3 Name of the treating physician
 - 1.500.5.4 Detailed description of the deviation/violation
 - 1.500.5.5 Indicate whether the study participants were adversely affected by the deviation/violation
 - 1.500.5.6 Explanation why the deviation/violation occurred
 - 1.500.5.7 Measures taken to address the deviation/violation
 - 1.500.5.8 Measures taken to preclude future recurrence of the deviation/violation
- 1.500.6 Updated IB of the investigational product
- 1.500.7 Drug Safety Update Report (DSUR).
- 1.500.8 Copy of the latest DSMB report
- 1.500.9 Copy of favorable opinion from the ERC of record.
- 1.500.10 Copy of annual practice licence for the investigators and Pharmacists

- 1.500.11 SUSAR and SAE Log that should include
 - 1.500.11.1 Patient ID
 - 1.500.11.2 Age
 - 1.500.11.3 Date of enrolment into the study
 - 1.500.11.4 Type of SAE
 - 1.500.11.5 Start date of the SAE
 - 1.500.11.6 End date of the SAE
 - 1.500.11.7 Reason for reporting the event as an SAE
 - 1.500.11.8 Relation to investigational drug
 - 1.500.11.9 Outcome of the SAE
- 1.501 Request for annual approval shall also be accompanied by copies of annual practice licenses of the Investigators, Pharmacists and copy of valid insurance covers for study participants and valid professional indemnity cover for the investigators and study pharmacist.
- 1.502 The above documents must be submitted through www.ctr.pharmacyboardkenya.org
- 1.503 The applicant must receive an approval of this submission before proceeding with the study.
- 1.504 In addition, for multi-site trials in Kenya, the Sponsor must submit a summarized report for all the sites that should contains the above.
- 1.505 All documents submitted to the board must be version referenced and dated.
- 1.506 These documents must be submitted to PPB at least six weeks before the expiry of the previous approval.

Clinical Trial Master File

- 1.507 The sponsor and the investigator shall keep a clinical trial master file.
- 1.508 The clinical trial master file shall at all times contain the essential

documents relating to that clinical trial which allow verification of the conduct of a clinical trial and the quality of the data generated, taking into account all characteristics of the clinical trial, including in particular whether the clinical trial is a low-intervention clinical trial.

- 1.509 It shall be readily available, and directly accessible upon request, PPB
- 1.510 The content of the clinical trial master file shall be archived in a way that ensures that it is readily available and accessible, upon request, to PPB
- 1.511 Any transfer of ownership of the content of the clinical trial master file shall be documented. The new owner shall assume the responsibilities set out in this guideline.

Integrity of Data Generated

- 1.512 All clinical trial information shall be recorded, handled, and stored in such a way that it can be accurately reported, interpreted and verified, while the confidentiality of the trial participants remains protected
- 1.513 The sponsor shall put in place systems to ensure the integrity and traceability of the data generated from the study
- 1.514 The systems put in place should be able to prevent any willful misstatement, misrepresentation, manipulation, adulteration, rewriting, hiding, replacing of quality-related documents, materials, activities or results.

Post-Trial Information

- 1.515 A Final Report shall be submitted to the PPB at the end of the trial.
- 1.516 The executive summary report of the study shall be submitted to the Board within 30 days while a copy of the clinical study report should be submitted within 180 days of the study closure.
- 1.517 The Board shall be informed of any results that will be publicly

released at least 14 days before this information is publicly released

1.518 PPB shall conduct a review that shall include scrutiny of Interim Reports, final report and any PPB Inspection Reports.

Inspections

1.519 The Board shall inspect clinical trial sites and trial sponsors to ensure that the generally accepted principles of good clinical practice are met, in accordance with the Guidelines for The Conduct of Good Clinical Practice Inspections in Kenya (HPT/PDS/CTR/GUD/080).

1.520 The objectives of the inspection will be;

1.520.1 To ensure that participants in clinical trials are not subjected to undue risks and ensure their rights, safety and wellbeing,

1.520.2 To validate the quality of the data generated or

1.520.3 To investigate complaints.

1.520.4 To verify the accuracy and reliability of clinical trial data submitted to the Board in support of research or marketing applications

1.520.5 To assess compliance with the Board's guidelines and regulations governing the conduct of clinical trials.

1.520.6 To provide real-time assessment of ongoing trials

1.521 The Board may inspect clinical trial (investigator) sites, sponsor's office, data management center, contract research organization (CRO) or any other establishment related to the trial as it will be deemed appropriate by the Board to ensure compliance with the applicable regulations, Good Clinical Practice and clinical trial protocol.

1.522 In order to be able to demonstrate compliance with the protocol and with the applicable regulations, a Clinical Trial Master File, containing relevant documentation to allow effective supervision,

- should be kept by the sponsor and by the investigator.
- 1.523 The clinical trial master file should be archived appropriately to allow for supervision after the clinical trial has ended.
- 1.524 The information generated in a clinical trial should be recorded, handled and stored adequately for the purpose of ensuring participant rights and safety, the robustness and reliability of the data generated in the clinical trial, accurate reporting and interpretation and effective inspection by PPB.
- 1.525 An investigator shall upon request from any properly authorized officer or employee of PPB, at reasonable times, permit such officer or employee to have access to, and copy and verify any records or reports made by the investigator.
- 1.526 Such inspections may be before the commencement of the trial, or at predetermined intervals, as required.
- 1.527 Routine inspections will be announced at least two weeks in advance of the inspection date. This can happen due factors including but not limited to;
- 1.527.1 Concern about the adequacy of study participants' protection measures,
 - 1.527.2 Issues with data integrity,
 - 1.527.3 History of problems with the inspected site/sponsor or PI
- 1.528 PPB has the right to conduct an unannounced inspection at its discretion.
- 1.529 The objectives of inspection will be to ensure that the generally accepted Principles of Good Clinical Practices are met, validate the quality of data generated and verify compliance to the clinical trial regulations.
- 1.530 The PPB may use the information collected as a result of inspections to ensure compliance with regulatory requirements and may take enforcement action where necessary.
- 1.531 During inspections, the board shall expect records to be accessible, available and organized.

1.532 The Inspections will include but not be limited to:

1.532.1 The facilities and staff used for the trial: as approved by the PPB in the protocol.

1.532.2 Compliance with the approved Protocol, GCP and the applicable regulations

1.532.3 All amendments to the Protocol have been approved.

1.532.4 Accurate, complete and current records according to the Protocol.

1.532.5 SUSARs/SAEs are reported as required by the Protocol

1.532.6 Monitoring and auditing inspections conducted as required by the Protocol.

Termination of Clinical Trial

1.533 Premature termination:

1.533.1 The protocol should have a clear description of study stoppage rules indicating reasons, who takes the decision and how the decision will be communicated to PPB and ethics committee on record.

1.533.2 If a clinical trial is terminated by the principal investigator or sponsor in its entirety, the principal investigator or sponsor must inform PPB not later than 15 days after the date of the termination; and must

1.533.2.1 As soon as possible, inform all co-investigators of the termination and of the reasons for the termination and advise them in writing of potential risks to the health of clinical study participants or other persons including ensuring that patients continue to receive medical care.

1.533.2.2 Provide PPB with the reason(s) for the termination and its impact on the proposed or ongoing clinical trials in respect of the investigational medicinal product including issues related to accountability

and disposal of investigational products as well as maintenance of records.

1.534 Withdrawal of PPB approval:

1.534.1 PPB may withdraw the authorization to conduct a clinical trial if the Authority is of the opinion that the safety of the study participants in the trial is compromised or that the scientific reasons for conducting the trial have changed.

1.535 End of trial (Study closeout):

1.535.1 The sponsor shall notify PPB of the end of a clinical trial taking place at a Kenyan site.

1.535.2 That notification shall be made within 15 days from the end of the clinical trial at the site.

1.535.3 After the trial has been conducted and closed, the applicant shall submit executive summary report of the study within 30 days.

1.535.4 This should be followed by a clinical study report within 180 days of the study closure unless otherwise justified.

1.536 The structure and content of the final study report

1.536.1 Irrespective of the outcome of a clinical trial, the sponsor shall submit a summary of the results of the clinical trial to PPB.

1.536.2 The content of the reports shall be in ICH E3 format. (https://www.ich.org/fileadmin/Public_Web_Site/ICH_Products/Guidelines/Efficacy/E3/E3_Guideline.pdf)

1.536.3 The report shall be accompanied by a summary written in a manner that is understandable to laypersons. The content of the summary shall have;

1.536.3.1 Clinical trial ECCT number

1.536.3.2 Name and contact details of the sponsor;

- 1.536.3.3 General information about the clinical trial (including where and when the trial was conducted,
- 1.536.3.4 The main objectives of the trial and an explanation of the reasons for conducting it)
- 1.536.3.5 Population of participants
- 1.536.3.6 Age group breakdown and gender breakdown;
- 1.536.3.7 Inclusion and exclusion criteria);
- 1.536.3.8 Investigational medicinal products used;
- 1.536.3.9 Description of adverse reactions and their frequency;
- 1.536.3.10 Overall results of the clinical trial;
- 1.536.3.11 Comments on the outcome of the clinical trial;
- 1.536.3.12 Indication if follow up clinical trials are foreseen;
- 1.536.3.13 Indication where additional information could be found.

Archiving

- 1.537 It is the responsibility of the investigator and the sponsor to archive safely all the documents related to the trial.
- 1.538 All archiving for Kenyan trial site related documentation, shall be done within the country and not exported.
- 1.539 The sponsor/applicant should inform ECCT in writing prior to destroying the trial documents. It should include the protocol number, date started and ended and the licence number.
- 1.540 The study documents shall be archived for a minimum of ten years from the end of the study.
- 1.541 Records must be made available to PPB within 3 days if there is

a concern regarding the use of a clinical trial drug and/or a risk to the health of the clinical trial participant. In any other case, records must be provided within 7 days of request

Conditions for Clinical Trial Import Licence

- 1.542 The application for import permit shall be made online at the website; www.kentrade.go.ke
- 1.543 An import permit shall be applied for by the Sponsor of the study or the Coordinating Investigator.
- 1.544 The following documents should then be attached
 - 1.544.1 The proforma Invoice or Invoice.
 - 1.544.2 The Ethical Committee favorable opinion Letter.
 - 1.544.3 The ECCT Approval letter from Clinical trial Division of PPB
- 1.545 The Sponsor shall submit to PPB a copy of endorsed Clinical Trial Import License and/or evidence of delivery to the approved investigator(s)/trial centre(s) on importation and supply of each consignment of the product.
- 1.546 The product shall only be supplied to the investigator(s) at the trial centre(s) named in the application for the Clinical Trial Import Licence/Clinical Trial Exemption for the purpose and use as stated in the said application.
- 1.547 No change in investigator, trial centre or trial protocol shall be made without prior notification and approval by PPB.
- 1.548 The principal investigator shall ensure that adequate precautions are taken for all study medication(s), such as storage in a securely locked cabinet, access to which is limited, to prevent theft or illegal distribution.
- 1.549 The principal investigator shall ensure that the study medication(s) be supplied only to participants involved in the said trial.
- 1.550 The sponsor shall inform PPB of any change in information, or any information received by him that casts doubt on the continued

validity of the data, which was submitted with, or in connection with the application for the Clinical Trial Import License.

1.551 The sponsor shall inform PPB of any decision to discontinue the trial to which the license relates and shall state the reason for the decision.

Kenya Clinical Trials Registry

1.552 All clinical trials taking place in Kenya shall be registered in the Kenyan Clinical Trials Registry at www.ctr.pharmacyboardkenya.org

1.553 The Principal Investigator of the study shall be required to log into the registry and set up an account.

1.554 The registry will be used for all future submissions to PPB.

1.555 The sponsor/PI is required to update the different status of the clinical trial as it progresses.

Sanctions

1.556 The Board shall apply the following regulatory sanctions shall be applied to the sponsor and /or Principal Investigator in the case of non-compliance with the requirements in these guidelines:

1.556.1 Notify of non-compliance and advised on how this can be remedied.

1.556.2 Issue a formal warning reminding the Sponsor or Principal Investigators of their regulatory obligations.

1.556.3 Blacklisting non-compliant Sponsor or Principal Investigator

1.556.4 Make public a list of sponsors or Principal Investigators found to be seriously or persistently non-compliant.

1.556.5 Refuse to issue import permit of the study medications

1.556.6 Suspend the study

1.556.7 Stop the study

1.556.8 Impose a fine

Trials During Public Health Emergencies (PHE)

- 1.557 Research and innovation play important roles during, after, and in anticipation of future public health emergencies.
- 1.558 Research undertaken during PHEs ranges from the minimally invasive (collection of data, surveillance) and strengthening of health systems, to more 'risky' and invasive procedures, such as the use of experimental therapeutics (unregistered, unproven or repurposed) or innovative vaccines.
- 1.559 research may in no way compromise the response to an outbreak or appropriate care.
- 1.560 There should be fair selection of participants.
- 1.561 studies are designed so as to yield scientifically valid results under the challenging and often rapidly evolving conditions of disasters and disease outbreaks
- 1.562 The research is responsive to the health needs or priorities of the disaster victims and affected communities and cannot be conducted outside a disaster situation
- 1.563 The participants are selected fairly and adequate justification is given when particular populations are targeted or excluded, for example health workers
- 1.564 The potential burdens and benefits of research participation and the possible benefits of the research are equitably distributed
- 1.565 The risks and potential individual benefits of experimental interventions are assessed realistically, especially when they are in the early phases of development
- 1.566 Communities are actively engaged in study planning in order to ensure cultural sensitivity, while recognizing and addressing the associated practical challenges
- 1.567 The individual informed consent of participants is obtained in Individuals capable of giving informed consent,
- 1.568 research results are disseminated, data are shared, and any effective interventions developed or knowledge generated are made

available to the affected communities

- 1.569 There shall be expedited review of application and this may also involve joint review of the application together with Ethics Review Committees or together with other NMRAs where a similar application has been lodged
- 1.570 PPB shall upon receipt of an application liaise with relevant stakeholders (including relevant ethics and other oversight bodies) to draw an appropriate plan to facilitate a holistic review of an application in a fast-track manner.
- 1.571 The underlisted prioritization criteria shall be applied in the selection of applications for review.
- 1.572 Epidemiology of the emergency. 8.3.2 Morbidity / mortality associated with the emergency and/or condition under study.
- 1.572.1 Supporting scientific data/information available of the investigational product at the time of submission.
- 1.572.2 Feasibility of the implementation of the trial design within the context of the emergency.
- 1.572.3 Risk: Benefit impact of the intervention and/or trial design.
- 1.573 Upon conclusion of a review the Authority shall within applicable timelines (That are internally monitored) communicate its decision on the Application to the Applicant.
- 1.574 The decision of the Authority may be any of the underlisted:
- 1.574.1 Approved
- 1.574.2 Deferred pending submission of further details that shall be specified.
- 1.574.3 Rejected;

Herbal Products

1.575 Chemistry-Manufacturing-Control (CMC) Considerations for Herbal Products

For conventional, chemically-defined drug products, general

considerations are synthesis and/or purification of the active pharmaceutical ingredient (API), manufacturing of the product that is administered to the patient, and control of these processes so that the API and product are made reproducibly. Since herbal products are manufactured from plant material, these considerations have to be translated into terms appropriate to this plant source.

1.576 Overview of CMC evidence needed to support clinical trials for herbal products

Unlike standard chemically defined drugs, herbal products have often had substantial human use prior to clinical trial evaluation. To capitalize on the use of this information in protocols to evaluate these products, it is important that the chemistry, manufacturing, and control of the product to be used mimic that for the traditionally used formulation.

Also, unlike conventional drugs, herbal products are mixtures of at least partially uncharacterized constituents. It is postulated that being a mixture provides a therapeutic advantage, in that unknown constituents may combine in an additive or the known constituent alone would provide synergistic fashion with known constituents to provide more efficacy than. Thus, evaluation of herbal products does not require attempts to purify the medicines down to known or otherwise single chemical constituents.

For herbal products, “analysis of the active pharmaceutical ingredient(s)” may be best approached by analysis of one or more hypothesized active ingredient(s), analysis of a chemical constituent that constitutes a sizable percentage of the total ingredients, and a chemical fingerprint of the total ingredients. The latter two analyses are surrogates for analysis of the unknown

constituents that contribute to efficacy.

Specifications for acceptable values of analytic data should reflect the best available standards. For herbal products, variation of content from batch to batch may be an issue, and several analytical procedures may be needed to adequately quantify their constituents.

Because herbal products are sourced from plants, levels of contaminating herbicides and pesticides as well as toxic contaminations must particularly be addressed. The presence of adulterants should also be considered.

Many herbal medicines are in fact polyherbal. Plants may either be mixed before extraction, or the extracts may be combined. In either case, information on each individual plant species used must be collected.

Herbal products intended for administration to humans are clinical trial materials, and they should therefore be made following the principles of GMP. The production facility should have a current certificate of GMP.

1.577 Information needed to support a clinical trial for a herbal product

Information on the herbal product proposed for phase 1/2 studies

1.578 Herbal Substance:

- i. Description of the plant: genus, species (cultivar where appropriate); region(s) and country(ies) of origin; time of harvest; parts to be harvested
- ii. Plant processing: drying, mechanical disruption, solvent extraction (aqueous or
- iii. organic solvents, others)
- iv. Isolation, identification and purification of active ingredients
- v. Analytical procedures
- vi. Specification

vii. Storage conditions/shelf life.

1.579 Herbal Product:

- i. Amount of active ingredient
- ii. List of excipients
- iii. Type of product (tablet, capsule, etc.) and its method of manufacture
- iv. Analysis of putative active ingredient(s) via chemical or biological parameters
- v. Analysis of a sizeable chemical constituent (analytical marker compound)

1.580 Information on the herbal product proposed for phase 3 studies

Phase 3 trials are performed on large number of patients and are often carried out prior to registration and general use. Therefore, GMP standards are needed prior to phase 3 trials. In practice, this means performing generally the same procedures as for phase 1/2 trials, but more extensively and with more stringent oversight.

1.581 Herbal Substance:

- i.* As above for phase 1/2 trials. *In addition:*
- ii.* Statement that the plant is cultivated according to Good Agricultural Practices or harvested according to Good Wildcrafting Practices
- iii.* Reference batch.

1.582 Herbal Product:

- i.* As above for phase 1/2 trials.
- ii.* In addition:
- iii.* Environmental impact statement.

1.583 Pre-Clinical Considerations for Herbal Products

Introduction: Information needed for a conventional drug

Pre-clinical information generally needed to support a clinical

investigation of a conventional drug consists of data on efficacy, toxicity, and pharmacokinetics.

Efficacy is demonstrated in enzyme/receptor assays, *in vitro*, and in animal models. Toxicity is investigated:

- *in vitro* and in mice to assess genotoxicity
- *in vitro* to assess cytotoxicity
- *in rodents to assess single-dose acute toxicity and maximum tolerated dose*
- *in one rodent model and one non-rodent model to investigate repeat dose (1, 3, 6, 9 months) toxicological effects*
- *in a rodent model and in the rabbit to assess reproductive toxicity*
- *in the rat to assess carcinogenicity.*
- *Pharmacokinetic analyses relate to:*
 - *absorption of the drug* from the gut after e.g. oral dosing, or mobilization from the injection site after injection
 - *distribution of the API around the body*
 - *Rate of drug metabolism, the metabolic enzyme involved, and the nature of the metabolites produced.*

Determination of the “No Adverse Effect Level (NOAEL) following administration to animals (rats) via the same route to be used in clinical studies.

1.584 Information needed to support a clinical trial for an herbal product Efficacy

It is recommended that the appropriate literature sources be searched for all available evidence on efficacy. Examples of such sources are medical and scientific journals, pharmacopeia, and articles on traditional medicines. Only if there are obvious gaps in the information or the total amount of data is insubstantial should it be necessary to perform new efficacy experiments.

Toxicology

It is imperative that the appropriate literature sources (as above) be

reviewed for the toxicities of the herbal products in prior human experiences or existing animal data. The need for additional non-clinical studies prior to clinical trials depends on the following considerations:

- Similarities between the new and old preparations, in terms of product characteristics, and usages in clinical settings.
- Scale and exposure (dosage/duration) of the proposed new clinical studies.
- Frequency and severity of any known toxicity.

Thus, in general, requirements for pre-clinical studies may range from none for early phase, small, studies using the same preparations that have been used extensively and without known safety problems, to a complete set of conventional toxicology studies for relatively new products in large phase 3 trials. For many herbal products, certain non-clinical studies may be necessary but can be conducted concurrently with the proposed clinical trials.

Pharmacokinetics

It is important that the active ingredient (s) is identified, and the pharmacokinetic profile of the active ingredients and their metabolites described.

1.585 Clinical Considerations for Herbal Products

Good Clinical Practice should be applied in all stages of clinical trials to ensure that quality and ethical requirements for clinical studies are met. It is expected that a traditional practitioner familiar with the product proposed for investigation be an integral member of the protocol development team, where those traditional practitioners exist. For all clinical trials, biostatisticians should be consulted to ensure that the sample size is sufficient to satisfy the primary endpoint/objective.

1.586 Introduction: Information needed for a standard intervention

Phase 1 studies are designed to determine safety associated with increasing doses in normal volunteers, as a precursor to phase 2 and phase 3 trials. In addition, phase 1 studies investigate toxicity

and drug levels in states in which drug levels might be altered: the fed vs. the fasted state, in renal or hepatic impairment. Mechanisms of action are also investigated in phase 1.

Phase 2 studies evaluate the efficacy of a range of dosages in individuals with disease. Phase 2 studies typically start by evaluating the maximum tolerated dose determined in the prior phase 1 normal-volunteer studies. If this dose is effective, dose-ranging downwards would be investigated. If the phase 1 dose is ineffective, it is possible that higher doses will demonstrate efficacy and only mild intolerance, so dose-ranging upwards may be performed. Phase 2 dose-ranging studies utilize a relatively small number of patients per dosage group. Placebo and standard intervention groups may be included. If surrogate markers rather than disease endpoints are used in the phase 2 studies, it may be necessary to repeat dose-ranging in phase 3 trials with more valid disease endpoints. Phase 3 studies are expanded trials of safety and efficacy. They are performed after preliminary evidence suggesting efficacy for the intervention has been obtained, and are intended to gather the additional information about efficacy and safety that is needed to evaluate the overall benefit-risk ratio of the intervention and to provide an adequate basis for general clinical use. Phase 3 studies usually include large numbers (several hundred to several thousand) of participants, may involve human populations with broader entrance characteristics than were used in the phase 2 trials, and involve statistical comparison of the intervention to standard and/or placebo interventions.

1.587 Important note on Phase I, Phase II and Phase III Trials

Development of safe and effective herbal products requires subjecting all such product to the different phases of clinical investigation of a new investigational product. The purpose of a

clinical trial is to evaluate an intervention for a clinical condition. Positive (or negative) data can lead to a recommendation to use (or not to use) the treatment. Use of a suboptimal dose that is safe but ineffective does not serve the needs of the community. Although the trial indicates only if the particular tested dose of the intervention was ineffective, the community may conclude that all doses of the intervention are ineffective and patients will be denied possible benefits from the intervention. The inappropriate rejection of an intervention, “because phase 2 studies did not precede a phase 3 trial, and a suboptimal dose was used in the phase 3 trial”, is common for herbal medicines. For some herbal products, there may exist previous research that has determined the optimum dose for a treatment. For others, dose- ranging phase 2 studies will need to be performed prior to beginning more extensive phase 3 studies. Therefore, if the scientific literature does not contain scientifically valid dose-ranging data, the investigator should first perform phase 2 trials to generate these data.

For dose-ranging studies, clinical investigators should consult biostatisticians for examples of dose-ranging schemes, and decide which scheme best fits the needs of the particular clinical problem.

1.588 Information needed to support phase 2 trials

Although data from prior human experience may suggest confidence in the clinical safety of the product, it is important to verify tolerance in phase 2 trial patients. Both the literature review and the provisions in the protocol to be performed should focus on complete review of the clinical safety parameters.

Examples of safety parameters are:

Organ system Safety parameter

Neurological:	lack of neurologic symptoms
Skin:	clinical evidence of lack of allergic reactions

Musculoskeletal:	lack of arthritis or myalgias, normal values of CPK
Gastrointestinal	clinical evidence of tolerability; e.g. vomiting, diarrhea, abdominal pain etc.
Liver:	normal values of SGOT or SGPT, alkaline phosphatase, Total bilirubin,
Kidney:	normal values of BUN or creatinine
Endocrine system	normal values of albumin or total protein, uric acid, glucose, cholesterol, amylase or lipase, sodium/potassium, calcium
Cardiovascular:	normal EKG and blood pressure
Hematopoietic:	normal values of complete blood count
Additionally:	more intensive investigation of any organ system likely to be particularly affected by the product

1.589 Information needed to support phase 3 trials

- Safety data. If the population has broader entrance characteristics compared to the populations of prior trials, the favorable safety profile shown for constricted populations in prior trials may or may not convey to the broader populations in the phase 3 trials. Arguments that the product is likely to be safe in the broader population should be stated, and the phase 3 protocol should include re-testing of the safety parameters. Another reason to re-test safety parameters in phase 3 trials is the greater chance of identifying rare adverse events with the large number of patients used in phase 3.
- Preliminary efficacy data from phase 2 trials.
- Evidence from dose-ranging trials that the chosen dosing regimen is likely to be the optimum regimen with respect to safety and efficacy.

All the fundamental ethical principles of human participation in research apply equally to herbal remedies and research involving these compounds. Consent must be obtained, participant selection must be equitable, risks and benefits must be weighed and must be favorable to the potential participant, and

experimental design must be sound. Concerns that particularly apply to clinical trials with herbal products include:

- Product adulteration (has it been documented?)
- Interactions between herbal remedies and other entities (rarely understood)
- Reproductive and organ toxicity data (may be minimal)
- Prior dose finding (likely to be incomplete)

ANNEXES

Annex 1 Application Form (*FOM015/CTR/SOP/003*)

Registration in the online system at

www.ctr.pharmacyboardkenya.org

Annex 2 (FOM010/ CTR/SOP/003)

Checklist for Submission of Request for Approval of New Application



MINISTRY OF HEALTH

PHARMACY AND POISONS BOARD

Checklist for Submitting a Request for New Application

ECCT

No.....

Study Title

.....

No	Item	Version No.	Date
1.	Cover letter		
2.	The Study Protocol		
3.	Patient Information leaflet and Informed consent form (English, Swahili and local languages to be used)		
4.	Investigators Brochure/Package inserts		
5.	Investigational Medicinal Product Dossier (IMPD) including stability data of the study product		
6.	Adequate data and information on previous studies and phases		
7.	GMP certificate of the investigational product from the site of manufacture and Certificate of analysis		
8.	Pictorial Sample of the investigational products. This sample should include the text of the		

	labeling to be used		
9.	Signed investigator(s) CV(s) including that of study Pharmacist		
10.	Evidence of recent GCP training of the core study staff		
11.	DSMB Charter/draft charter including the composition and meeting schedule		
12.	Statistical Analysis Plan submitted at submission of initial application or an undertaking to submit it before end of enrolment		
13.	Detailed budget of the study		
14.	Copy of favorable opinion letter from the local Ethics Review Committee (ERC).		
15.	Indemnity cover for PI and investigators		
16.	Insurance Certificate for the study participants		
17.	Copy of current Practice Licenses for the Investigators and study Pharmacist		
18.	Copy of approval letter(s) from collaborating institutions or other regulatory authorities, if applicable		
19.	For multicenter/multi-site studies, a site specific addendum for each of the proposed sites including among other things the sites' capacity to carry out the study i.e. personnel, equipment, laboratory etc.		
20.	Registration at the clinical trial registry at www.ctr.pharmacyboardkenya.org		
21.	Registration of the study at Pan African Clinical Trials		

	Registry https://pactr.samrc.ac.za		
22.	Signed Declarations; a) Financial Disclosure/Conflict Of Interest b) Compliance with GCP, Legal and Regulatory requirements Submission of correct information		
23.	Payment of fees		
24.	Signed Checklist		

Signed

Applicant

Name.....

Sign.....Date.....

PPB Staff Name.....Sign.....

Date.....

A non-refundable application fee of US\$ 1,000.00 (or equivalent in Kenya Shillings) per protocol, is to be paid in the form of at a Banker’s Cheque drawn in favor of “Pharmacy and Poisons Board” at the PPB’s accounts office on submission of the application wherein a receipt will be issued.

If required, payment can also be made by electronic fund transfer (EFT) to PPB Bank account. All bank charges for EFT shall be borne by the applicant. Details for EFT payment should be obtained from PPB prior to such a transaction.

NB: All controlled documents must be referenced with Version Control Number and Date.

Annex 3 (FOM012/CTR/SOP/003)

Checklist for the Request for Annual Approvals of Clinical Trials



REPUBLIC OF KENYA
MINISTRY OF HEALTH

PHARMACY AND POISONS BOARD

Checklist for Submitting a Request for Annual Approval
ECCT

No......
Title

No.	Item	Version No.	Date
1.	Cover letter		
2.	Annual progress report		
3.	SAE and SUSAR Cumulative log		
4.	Latest Data Safety Monitoring Board (DSMB) report		
5.	Protocol Violations and Protocol Deviations log		
6.	Updated Investigators Brochure/Package inserts		
7.	The Development Safety Update Report (DSUR)		
8.	Copy of current favorable opinion letter from the local Ethics Review Committee (ERC).		
9.	Copy of the Annual Practice for the investigators and Pharmacist		
10.	Copy of the current indemnity insurance cover for the investigators		
11.	Copy of valid participants' clinical trials insurance cover		
12.	Evidence of registration of the study at at Pan African Clinical Trials Registry https://pactr.samrc.ac.za		
13.	Request for annual approval at the clinical trial registry www.ctr.pharmacyboardkenya.org		

Signed

Applicant Name.....
Sign..... Date.....

PPB Staff
Name.....Sign.....Date.....

Annex 4a

Declaration by Applicant



REPUBLIC OF KENYA

MINISTRY OF HEALTH

PHARMACY AND POISONS BOARD

Declaration by Applicant

I/We, the undersigned have submitted all requested and required documentation, and have disclosed all information, which may influence the approval of this application.

I/We, hereby declare that all information contained therein, or referenced by, this application is complete and accurate and is not false or misleading.

I/We, the undersigned will ensure that if the above-said clinical trial is approved, it will be conducted according to the protocol submitted, and all applicable legal, good clinical practice, ethical and regulatory requirements.

We, the undersigned, agree to ensure that if the above-said clinical trial is approved,

1. It is reasonable for the proposed clinical trial to be undertaken;
2. It will be conducted according to the submitted protocol

3. The study will be conducted according to Kenyan legal, ethical, and PPB requirements
4. The study will be conducted according to principles of Good Clinical Practice
5. We shall ensure the safety and well-being of study participants
6. We shall carry out the study so as to ensure the integrity of the data generated.
7. We will submit reports of Suspected Unexpected Serious Adverse Reactions (SUSARs) and safety reports according to applicable guidance;
8. We will submit a summary of the final study report to the PPB and the ethics committee concerned within a maximum 1-year deadline after the end of the study in all countries.

Main Applicant
(Local contact)

Date

Deputy (Local contact) details.

Date

Annex 4b

Declaration by Principal Investigator

Declaration by the principal investigator
Name: Title of the trial: Protocol No: Version No: Date of the protocol: Investigational medical product: Site:
<ol style="list-style-type: none">1. I have read and understood the duties and responsibilities of the investigator as outlined in the guidelines for good clinical practice guideline ICHE6R2 or as last amended2. I will notify the Regulatory Authority of any aspects of the above guideline with which I do not/ am unable to comply. If applicable, attach it to this declaration3. I have thoroughly read, understood, and critically analysed the protocol and all applicable documentation, including the investigator's brochure, patient information leaflet(s)/package insert and the informed consent form(s)4. I will conduct the trial as specified in the protocol and observe all legal requirements5. To the best of my knowledge, I have the potential at the site(s) I am responsible for, to recruit the required number of suitable participants within the stipulated time period6. I will not commence with the trial before the relevant ethics committee(s) and the Regulatory Authority provide written authorization

7. I will obtain informed consent from all participants or from their legal representatives if they are not legally competent
8. I will ensure that every participant shall at all times be treated in a dignified manner and with respect including relatives
9. Using the broad definition of conflict of interest below, I declare that I have no financial or personal relationship(s) which may inappropriately influence me during the conduct of this clinical trial [Conflict of interest exists when an investigator (or the investigator's institution), has financial or personal relationships with other persons or organizations that inappropriately influence (bias) his or her actions.]

*Modified from: Davidoff F, et al. Sponsorship, Authorship, and Accountability. (Editorial) JAMA Volume 286 number 10 (September 12, 2001)
10. I have* / have not (delete as applicable) previously been the principal investigator at a site which has been closed due to failure to comply with Good Clinical Practice *attach details
11. I have* / have not (delete as applicable) previously been involved in a trial which has been closed as a result of unethical practices
*attach details
12. I will submit all required reports within the stipulated timeframes

Signature:

Date:

Witness:

Date

Annex 4c

Declaration by Monitor

Declaration by the monitor	
Name:	
Title of the trial:	
Protocol No:	
Version No:	
Date of protocol:	
Study investigational medical product:	
Principal investigator's name:	
Site:	
Designation:	
<ol style="list-style-type: none">1. I have read and understood the duties and responsibilities of the monitor as outlined in the guidelines for good clinical practice guideline ICHE6R2 or as last amended2. I have notified the regulatory authority of any aspects of the above guidelines with which I do not / am unable to, comply. If applicable, this may be attached to this declaration.3. I will carry out my responsibilities as specified in the trial protocol and according to all applicable law, regulations and guidelines4. Using the broad definition of conflict of interest below, I declare that I have no financial or personal relationship(s) which may inappropriately influence me in carrying out this clinical trial [<i>Conflict of interest exists when an investigator (or the investigator's institution), has financial or personal relationships with other persons or organizations that inappropriately influence (bias) his or her actions.</i>]* *Modified from: Davidoff F, et al. Sponsorship, Authorship, and Accountability. (Editorial) JAMA Volume 286 number 10 (September 12, 2001)5. I have* / have not (delete as applicable) previously been the monitor at a site which has been closed due to failure to comply with Good Clinical Practice *Attach details6. I have* / have not (delete as applicable) previously been involved in a trial which has been closed as a result of unethical practices *attach details7. I will submit all required reports within the stipulated timeframes	
Signature:	Date:

Annex 5 (FOM014/CTR/SOP/003)

Declaration of Financial Disclosure/Conflict of Interest



MINISTRY OF HEALTH

PHARMACY AND POISONS BOARD

DECLARATION OF FINANCIAL DISCLOSURE/CONFLICT OF INTEREST

Protocol Title:	
Protocol Number:	
Study Site(s) Identification:	
Principal Investigator:	
Name of Person Completing this form:	
Study Role of person completing this form:	
Study Sponsor:	
Study Funded By:	

Note: For the purposes of this document the term “clinical investigator” includes the spouse (s) and all dependent children.

Read each of the statements in the left column and answer each statement with “True” or “False”. If, during the course of the study any of your answers change from “True” to “False” then a new form must be completed.

	True	False
<p>I hold a significant equity interest in the Sponsor or Funding Company of the applied/listed clinical trial.</p> <p>This would include, for example, any ownership interest, stock options, Commercial business interests (e.g., proprietorships, partnerships, joint ventures, board memberships, controlling interest in a company) or other financial interest which may also include indirect investments such as a trust or holding company whose value cannot be easily determined through reference to public prices, or an equity interest exceeding USD \$50,000.</p> <p>If “True” please describe:</p>		
<p>I am in receipt of significant payments of other sorts, the total of which exceeds USD \$25,000, EXCLUDING the costs of conducting the trial or other clinical trials.</p> <p>This could include, for example, payments made to the investigator or the institution to support activities (i.e., a grant to fund ongoing research, compensation in the form of equipment, or retainers for ongoing consultation or honoraria).</p> <p>If “True” please describe:</p>		
<p>I hold a proprietary or financial interest in the test product such as a patent, trademark, copyright (including pending applications), or licensing agreement.</p>		

<p>If “True” please describe:</p>		
<p>I have financial arrangements whereby the value of the compensation could be influenced by the outcome of the trial.</p> <p>This could include, for example, compensation that is explicitly greater for a favourable outcome, or compensation to the investigator in the form of an equity interest in the sponsor or in the form of compensation tied to sales of the product, such as a royalty interest.</p> <p>If “True” please describe:</p>		
<p>To your knowledge, would the outcome of the study benefit or adversely affect interests of others with whom you have substantial common personal, professional, financial or business interests (such as your adult children or siblings, close professional colleagues, administrative unit or department)?</p> <p>If “True” please describe:</p>		
<p><u>DECLARATION</u>. I hereby declare on my honor that the disclosed information is true and complete to the best of my knowledge.</p> <p>Should there be any change to the above information (including changes to my financial interests and arrangements, or those of my spouse(s) and dependent children), I will promptly notify Pharmacy and Poisons Board and complete a new declaration of interest form that describes the changes. This includes any change that occurs before or during the course of the trial or within one year after trial completion up to the publication</p>		

of the final results.	
Signature:	Date:
Full Names of Clinical Investigator:	

Annex 6

Current Workload of the Investigator

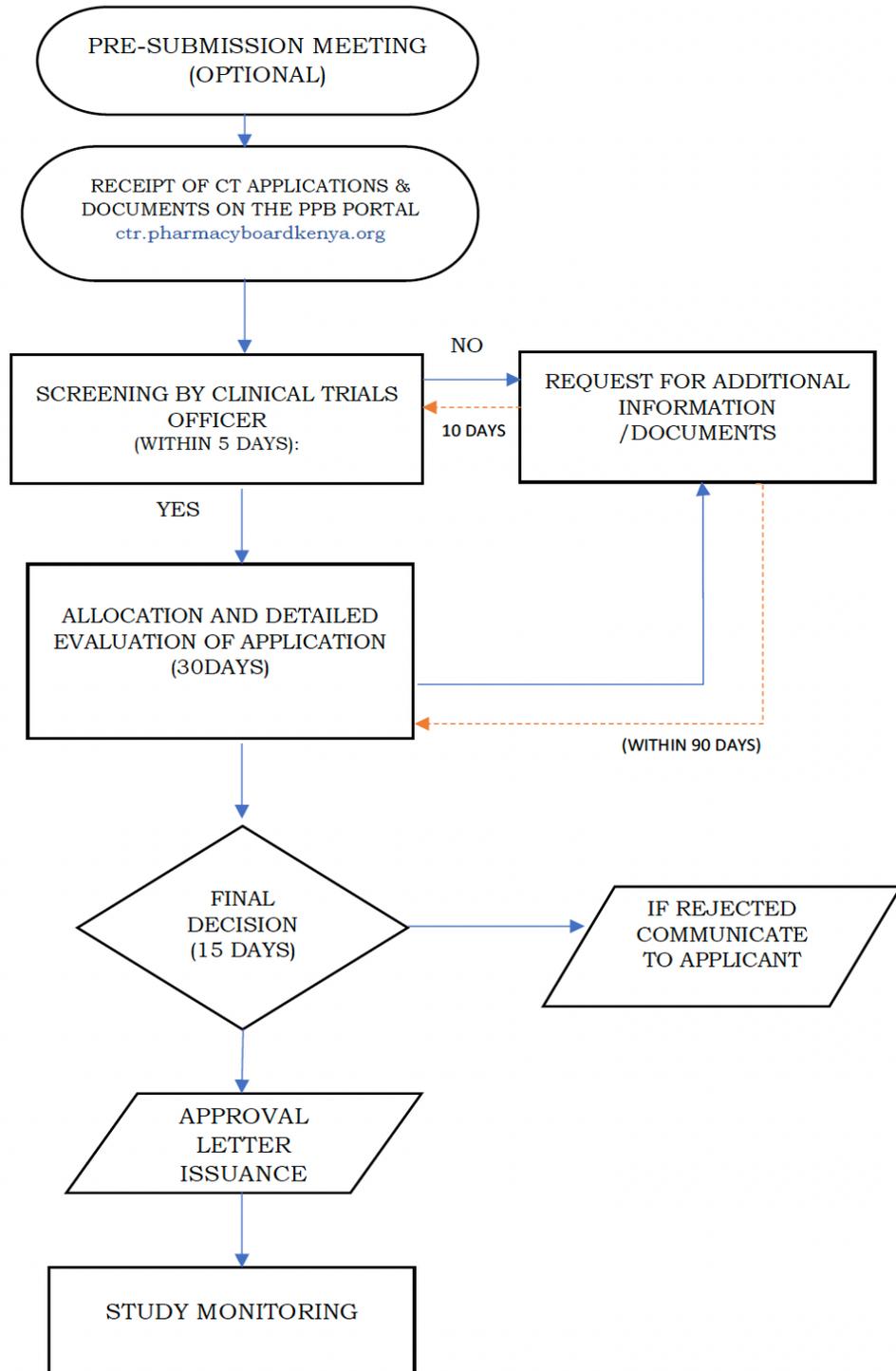
Provide the number of studies currently undertaken by the trialist(s) as principal and/or co-investigators, and the total number of patients participating in these studies. Present the commitments of the researcher(s) in relation to the work related to clinical trials and to other activities.

Recommended format for response:

Investigator (Name and designation)			
Total number of trials currently undertaken by the Investigator	Number	Date of commencement: Expected date of completion of study:	
Total number of patients/participants for which the principal investigator is responsible on specified date	Number	Date	
Estimated time per week [168 hours denominator]		Hours	%
Clinical trials	Clinical work (patient contact)		
	Administrative work		
Organization	Clinical work		

(Practice/University/employer)	Administrative work		
Teaching	Preparation /evaluation		
	Lectures/tutorials		
Writing up work for:			
Publication/presentation			
Reading /sourcing information			
Other (specify)			

Annex 7: Clinical trials Review and Approval Flowchart



KEY	
	PPB Process flow
	Feedback/ Applicant response

References

1. Pharmacy and Poisons Act, CAP 244 Laws of Kenya.
2. Pharmacy and Poisons (Conduct of clinical trials), Rules 2022
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4. Guide for the inspection of clinical trials, African Vaccine Regulatory Forum (AVAREF), September 2019
5. Guideline for regulating the conduct of clinical trials in human participants. SADC April 2004.
6. Guidelines for Application to Conduct Clinical Trials in Tanzania Second Edition. TFDA February 2009.
7. Guidelines on Regulating the Conduct of Clinical Trial in Human Participants Zambia Medicines Regulatory Authority
8. Guidelines for Application to Conduct Drug Related Clinical Trials in Malaysia.
9. www.clinicaltrials.gov
10. ICH - GCP Guidelines for Clinical Trials. <http://www.ich.org> ; <https://www.ich.org/products/guidelines/safety/article/safety-guidelines.html> ;
11. https://www.ich.org/fileadmin/Public_Web_Site/ICH_Products/Guidelines/Efficacy/E3/E3_Guideline.pdf
12. Federal Regulations for Clinical Investigators
13. EU Regulations on Clinical Trials
14. EMA Note for Guidance on Clinical Investigation of Medicinal Products in The Paediatric Population (CPMP/ICH/2711/99)
15. Guidelines for Good Clinical Practice In Ghana
16. USFDA Guidance for Clinical Trial Sponsors on Establishment and Operation of Clinical Trial Data Monitoring Committees
17. EMA Reflection paper for laboratories that perform the analysis or evaluation of clinical trial samples
18. ABPI Guidelines for Phase 1 clinical trials 2012 Edition
19. Helsinki Declaration; <https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>

Revision History

Revision No.	Date	Prepared	Sections Revised	Description of change
1	10/07/2021	Dr. Lydia Tuitai	All	Editorial changes to comply with QMS requirements
2	13/01/2022	Dr. Kerama	All	Additional / revised Definitions Editorial edits to comply with QMS requirements
3	22/09/2022	Dr. Kerama	Annex 7 Section 3	Revised review and approval flowcharts Alignment with The Pharmacy and Poisons (Conduct of Clinical trials), Rules 2022

List of Contributors

The Pharmacy and Poisons Board acknowledges the immense contribution of the following for their research, compilation and commitment in developing this guideline.

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