第8章之附表

8.2 賠	8.2 臨床試驗開始前(Before the Clinical Phase of the Trial Commences)						
	Title of Document	t Purpose Located in Files of					
	文件標題	目的	文件保存地點				
			Investigator/	Sponsor			
			Institution	試驗委託者			
			試驗主持人/				
			試驗機構				
8.2.1	INVESTIGATOR'S BROCHURE	To document that relevant and current scientific	X	X			
	主持人手冊	information about the investigational product has					
		been provided to the investigator					
		紀錄有關試驗藥品之相關、最新科學資訊已提					
		供給試驗主持人					

8.2.2	SIGNED PROTOCOL AND	To document investigator and sponsor agreement	X	X
	AMENDMENTS, IF ANY, AND SAMPLE	to the protocol/amendment(s) and CRF		
	CASE REPORT FORM (CRF)	紀錄試驗主持人和試驗委託者皆同意試驗計畫		
	經簽名的試驗計畫書及其變更版本(若有)	書及其變更版本與個案報告表之內容		
	與個案報告表範本			
8.2.3	INFORMATION GIVEN TO TRIAL			
	SUBJECT			
	提供予受試者的資訊			
	- INFORMED CONSENT FORM	To document the informed consent	X	X
	(including all applicable translations)	紀錄受試者告知後同意過程		
	- 受試者同意書			
	(包含所有適用的翻譯)			

	- ANY OTHER WRITTEN INFORMATION	To document that subjects will be given	X	X
	- 其他書面資訊	appropriate written information (content and		
		wording) to support their ability to give fully		
		informed consent		
		紀錄受試者將收到適當的書面資訊(內容及措		
		詞),以支持他們給予充分告知後同意之能力		
	- ADVERTISEMENT FOR SUBJECT	To document that recruitment measures are	X	
	RECRUITMENT (if used)	appropriate and not coercive		
	- 受試者招募廣告 (若有)	紀錄招募方法適當且無壓迫性		
8.2.4	FINANCIAL ASPECTS OF THE TRIAL	To document the financial agreement between the	X	X
	試驗之財務狀況	investigator/institution and the sponsor for the trial		
		紀錄試驗主持人/試驗機構和試驗委託者間與試		
		驗相關之財務協議		
8.2.5	INSURANCE STATEMENT	To document that compensation to subject(s) for	X	X
	(where required)	trial-related injury will be available		
	保險聲明(必要時)	紀錄將提供受試者試驗相關傷害之補償		

8.2.6	SIGNED AGREEMENT BETWEEN	To document agreements		
	INVOLVED PARTIES, e.g.:	紀錄協議內容		
	- investigator/institution and sponsor		X	X
	- investigator/institution and CRO		X	X
	- sponsor and CRO			(where required) (若
	- investigator/institution and authority(ies)		X	需要)
	(where required)			X
	經相關當事人簽名之協議,例如:			X
	- 試驗主持人/試驗機構和試驗委託者			
	- 試驗主持人/試驗機構和受託研究機構			
	- 試驗委託者和受託研究機構			
	- 試驗主持人/試驗機構和主管機關(必要			
	時)			

8.2.7	DATED, DOCUMENTED	To document that the trial has been subject to	X	X
	APPROVAL/FAVOURABLE OPINION OF	IRB/IEC review and given approval/favourable		
	INSTITUTIONAL REVIEW BOARD (IRB)	opinion. To identify the version number and date		
	/INDEPENDENT ETHICS COMMITTEE	of the document(s)		
	(IEC) OF THE FOLLOWING:	紀錄試驗計畫已經IRB/IEC審查並核准,以及指		
	- protocol and any amendments	明文件之版本編號與日期		
	- CRF (if applicable)			
	- informed consent form(s)			
	- any other written information to be			
	provided to the subject(s)			
	- advertisement for subject recruitment (if			
	used)			
	- subject compensation (if any)			
	- any other documents given approval/			
	favourable opinion			
	載明日期之IRB/IEC書面核准內容如下:			
	- 試驗計畫書及任何變更版本			
	- 個案報告表(若適用)			

	- 受試者同意書			
	- 任何其他提供給受試者的書面資料			
	- 受試者招募廣告(若有)			
	- 受試者損害補償(若有)			
	- 任何其他獲得核准之文件			
8.2.8	INSTITUTIONAL REVIEW	To document that the IRB/IEC is constituted in	X	X
	BOARD/INDEPENDENT ETHICS	agreement with GCP		(where required) (若
	COMMITTEE COMPOSITION	紀錄IRB/IEC的組成符合GCP		需要)
	IRB/IEC的組成			
8.2.9	REGULATORY AUTHORITY(IES)	To document appropriate	X	X
	AUTHORISATION/APPROVAL/NOTIFICA	authorisation/approval/notification by the	(where required) (若	(where required) (若
	TION OF PROTOCOL (WHERE	regulatory authority(ies) has been obtained prior to	需要)	需要)
	REQUIRED)	initiation of the trial in compliance with the		
	主管機關對試驗計畫書的授權/核准/通知(必	applicable regulatory requirement(s)		
	要時)	紀錄於試驗開始之前已依照相關法規獲得主管		
		機關之適當授權/核准/通知		

8.2.10	CURRICULUM VITAE AND/OR OTHER	To document qualifications and eligibility to	X	X
	RELEVANT DOCUMENTS EVIDENCING	conduct trial and/or provide medical supervision of		
	QUALIFICATIONS OF INVESTIGATOR(S)	subjects		
	AND SUB-INVESTIGATOR(S)	紀錄其執行試驗及/或督導受試者之醫療照護的		
	試驗主持人和協同試驗主持人之簡歷及/或	資格及合適性		
	證明其資格的其他相關文件			
8.2.11	NORMAL VALUE(S)/RANGE(S) FOR	To document normal values and/or ranges of the	X	X
	MEDICAL/ LABORATORY/TECHNICAL	tests		
	PROCEDURE(S) AND/OR TEST(S)	紀錄各項檢驗的正常值及/或範圍		
	INCLUDED IN THE PROTOCOL			
	試驗計畫書中醫學/實驗室/技術程序及/或檢			
	驗的正常值及/或範圍			

8.2.12	MEDICAL/LABORATORY/TECHNICAL	To document competence of facility to perform	X	X
	PROCEDURES /TESTS	required test(s), and support reliability of results	(where required) (若	
	- certification or	紀錄執行必要檢驗及支持檢驗結果可信度之設	需要)	
	- accreditation or	備能力		
	- established quality control and/or external			
	quality assessment or			
	- other validation (where required)			
	醫療/實驗室/技術程序/檢驗之			
	- 證書,或			
	- 認證,或			
	- 建立品質管制及/或外部品質評估,或			
	- 其他驗證(必要時)			
8.2.13	SAMPLE OF LABEL(S) ATTACHED TO	To document compliance with applicable labelling		X
	INVESTIGATIONAL PRODUCT	regulations and appropriateness of instructions		
	CONTAINER(S)	provided to the subjects		
	試驗藥品之容器標籤樣本	紀錄符合相關的標籤法規及提供給受試者的指		
		示之適當性		

8.2.14	INSTRUCTIONS FOR HANDLING OF	To document instructions needed to ensure proper	X	X
	INVESTIGATIONAL PRODUCT(S) AND	storage, packaging, dispensing and disposition of		
	TRIAL-RELATED MATERIALS	investigational products and trial-related materials		
	(if not included in protocol or Investigator's	紀錄確保試驗藥品及試驗相關材料適當儲存、		
	Brochure)	包裝、配發及處置所需之指示		
	試驗藥品及試驗相關材料之處理說明			
	(若試驗計畫書或主持人手冊沒有提及)			
8.2.15	SHIPPING RECORDS FOR	To document shipment dates, batch numbers and	X	X
	INVESTIGATIONAL PRODUCT(S) AND	method of shipment of investigational product(s)		
	TRIAL-RELATED MATERIALS	and trial-related materials. Allows tracking of		
	試驗藥品及試驗相關材料之運送紀錄	product batch, review of shipping conditions, and		
		accountability		
		紀錄試驗藥品及試驗相關材料之運送日期、批		
		號、運送方法,以追溯其批號、運送條件之檢		
		查及權責		

8.2.16	CERTIFICATE(S) OF ANALYSIS OF	To document identity, purity, and strength of		X
	INVESTIGATIONAL PRODUCT(S)	investigational product(s) to be used in the trial		
	SHIPPED	紀錄將用於臨床試驗之試驗藥品的特性、純度		
	已運送的試驗藥品之分析證明	及濃度		
8.2.17	DECODING PROCEDURES FOR BLINDED	To document how, in case of an emergency,	X	X
	TRIALS	identity of blinded investigational product can be		(third party if
	盲性試驗之解碼程序	revealed without breaking the blind for the		applicable) (若適用
		remaining subjects' treatment		第三方)
		紀錄在緊急情況下,盲性試驗藥品如何解碼以		
		揭示受試者身分,而不會破壞其他受試者之治		
		療的盲性設計		
8.2.18	MASTER RANDOMISATION LIST	To document method for randomisation of trial		X
	隨機分配清單	population		(third party if
		紀錄受試者群體隨機分配的方法		applicable) (若適用
				第三方)

8.2.19	PRE-TRIAL MONITORING REPORT	To document that	the site is suitable for the t	rial		X
	試驗前之監測報告	(may be combined	(may be combined with 8.2.20)			
		紀錄試驗場所執行	紀錄試驗場所執行試驗之合適性(可與8.2.20合			
		併)				
8.2.20	TRIAL INITIATION MONITORING	To document that	trial procedures were revie	ewed	X	X
	REPORT	with the investigat	or and the investigator's tr	ial		
	試驗開始之監測報告	staff (may be com	bined with 8.2.19)			
		紀錄試驗主持人	紀錄試驗主持人及試驗人員已審閱試驗計畫書			
		(可與8.2.19合併	-)			
8.3 蹻	語床試驗執行期間 (During the Clinical (Conduct of the T	rial)			
	Title of Document		Purpose		Located in F	Files of
	文件標題		目的		文件保存	地點
				Investigator/		Sponsor
				Ir	stitution	試驗委託者
				試驗	主持人/試驗	
					機構	

8.3.1	INVESTIGATOR'S BROCHURE UPDATES	To document that	X	X
	更新版主持人手冊	investigator is informed		
		in a timely manner of		
		relevant information as		
		it becomes available		
		紀錄相關資訊在可取		
		得時及時提供給試驗		
		主持人		
8.3.2	ANY REVISION TO:	To document revisions	X	X
	- protocol/amendment(s) and CRF	of these trial related		
	- informed consent form	documents that take		
	- any other written information provided to subjects	effect during trial		
	- advertisement for subject recruitment (if	紀錄在試驗期間生效		
	used)	的這些試驗相關文件		
	以下文件的任何修訂:	之修訂		
	- 試驗計畫書/變更版本及個案報告表			
	- 受試者同意書			

	- 任何其他提供給受試者的書面資料			
	- 受試者招募廣告(若有)			
8.3.3	DATED, DOCUMENTED APPROVAL/FAVOURABLE	To document that the	X	X
	OPINION OF INSTITUTIONAL REVIEW BOARD (IRB)	amendment(s) and/or		
	/INDEPENDENT ETHICS COMMITTEE (IEC) OF THE	revision(s) have been		
	FOLLOWING:	subject to IRB/IEC		
	- protocol amendment(s)	review and were given		
	- revision(s) of:	approval/favourable		
	- informed consent form	opinion. To identify the		
	- any other written information to be provided to the subject	version number and		
	- advertisement for subject recruitment (if used)	date of the		
	- any other documents given approval/favourable opinion	document(s).		
	- continuing review of trial (where required)	紀錄這些變更及/或修		
	載明日期之IRB/IEC書面核准內容如下:	訂內容已經IRB/IEC審		
	- 試驗計畫書變更版本	查及核准・並指明文		
	- 以下文件的修訂:	件的版本編號及日期		
	- 受試者同意書			

				1
	- 任何其他提供給受試者的書面資料			
	- 受試者招募廣告(若有)			
	- 任何其他已核准文件			
	- 試驗的持續審查(必要時)			
8.3.4	REGULATORY AUTHORITY(IES)	To document	X	X
	AUTHORISATIONS/APPROVALS/NOTIFICATIONS WHERE	compliance with	(where required) (若需要)	
	REQUIRED FOR:	applicable regulatory		
	- protocol amendment(s) and other documents	requirements		
	依法規要求主管機關對以下文件之授權/核准/通知:	紀錄遵循相關法規要		
	- 試驗計畫書變更版本或其他文件	求		
8.3.5	CURRICULUM VITAE FOR NEW INVESTIGATOR(S)	(see 8.2.10)	X	X
	AND/OR SUB-INVESTIGATOR(S)	(參閱8.2.10)		
	新的試驗主持人或協同試驗主持人的簡歷			
8.3.6	UPDATES TO NORMAL VALUE(S)/RANGE(S) FOR	To document normal	X	X
	MEDICAL/ LABORATORY/ TECHNICAL	values and ranges that		
	PROCEDURE(S)/TEST(S) INCLUDED IN THE PROTOCOL	are revised during the		
		trial (see 8.2.11)		

				,
	試驗計畫書中醫學/實驗室/技術程序/檢驗的正常值/範圍之更	紀錄在試驗期間修訂		
	新	的正常值及範圍(參		
		閱8.2.11)		
8.3.7	UPDATES OF MEDICAL/LABORATORY/ TECHNICAL	To document that tests	X	X
	PROCEDURES/TESTS	remain adequate	(where required) (若需要)	
	- certification or	throughout the trial		
	- accreditation or	period (see 8.2.12)		
	- established quality control and/or external quality assessment	紀錄整個試驗期間內		
	or	之檢驗皆適當(參閱		
	- other validation (where required)	8.2.12)		
	醫學/實驗室/技術程序/檢驗之更新			
	- 證書,或			
	- 認證,或			
	- 建立品質管制及/或外部品質評估,或			
	- 其它驗證(必要時)			
8.3.8	DOCUMENTATION OF INVESTIGATIONAL PRODUCT(S)	(see 8.2.15)	X	X
	AND TRIAL-RELATED MATERIALS SHIPMENT	(參閱8.2.15)		

	T	,		
	試驗藥品及試驗相關材料之運送紀錄			
8.3.9	CERTIFICATE(S) OF ANALYSIS FOR NEW BATCHES OF	(see 8.2.16)		X
	INVESTIGATIONAL PRODUCTS	(參閱8.2.16)		
	新批次試驗藥品之分析方法證明			
8.3.10	MONITORING VISIT REPORTS	To document site visits		X
	監測訪視報告	by, and findings of, the		
		monitor		
		紀錄監測者的實地訪		
		視及發現		
8.3.11	RELEVANT COMMUNICATIONS OTHER THAN SITE	To document any	X	X
	VISITS	agreements or		
	- letters	significant discussions		
	- meeting notes	regarding trial		
	- notes of telephone calls	administration,		
	實地訪視之外的相關溝通紀錄	protocol violations,		
	- 信函	trial conduct, adverse		
	- 會議紀錄	event (AE) reporting		

	- 電話會談紀錄	紀錄與試驗管理、違		
		反試驗計畫書、試驗		
		執行及不良事件報告		
		有關的協議或重要討		
		論		
8.3.12	SIGNED INFORMED CONSENT FORMS	To document that	X	
	經簽名的受試者同意書	consent is obtained in		
		accordance with GCP		
		and protocol and dated		
		prior to participation of		
		each subject in trial.		
		Also to document		
		direct access		
		permission (see 8.2.3)		
		紀錄在每位受試者參		
		與試驗前,取得告知		
		後同意的過程符合		

		1		
		GCP及試驗計畫書,		
		並載明日期。同時紀		
		錄受試者對直接檢視		
		的許可(參閱8.2.3)		
8.3.13	SOURCE DOCUMENTS	To document the	X	
	原始文件	existence of the subject		
		and substantiate		
		integrity of trial data		
		collected. To include		
		original documents		
		related to the trial, to		
		medical treatment, and		
		history of subject		
		紀錄受試者的狀態及		
		證明所收集數據之完		
		整性。收錄與試驗、		

		醫療及受試者病史相 關的正本資料		
8.3.14	SIGNED, DATED AND COMPLETED CASE REPORT FORMS (CRF) 經簽名、載明日期且完整的個案報告表	To document that the investigator or authorised member of the investigator's staff confirms the observations recorded 紀錄試驗主持人或被授權的試驗人員確認所紀錄的觀察值	X (copy) (副本)	X (original) (正本)
8.3.15	DOCUMENTATION OF CRF CORRECTIONS 更正個案報告表之紀錄	To document all changes/additions or corrections made to CRF after initial data were recorded	X (copy) (副本)	X (original) (正本)

		紀錄在初始數據被紀		
		錄之後,對個案報告		
		表所做的所有變更/新		
		增或更正		
8.3.16	NOTIFICATION BY ORIGINATING INVESTIGATOR TO	Notification by	X	X
	SPONSOR OF SERIOUS ADVERSE EVENTS AND	originating investigator		
	RELATED REPORTS	to sponsor of serious		
	初始試驗主持人給試驗委託者之嚴重不良事件及相關報告之	adverse events and		
	通知	related reports in		
		accordance with 4.11		
		初始試驗主持人依		
		4.11規定給試驗委託		
		者之嚴重不良事件及		
		相關報告之通知		
8.3.17	NOTIFICATION BY SPONSOR AND/OR INVESTIGATOR,	Notification by sponsor	X	X
	WHERE APPLICABLE, TO REGULATORY	and/or investigator,	(where required) (若需要)	
	AUTHORITY(IES) AND IRB(S)/IEC(S) OF UNEXPECTED	where applicable, to		

SERIOUS ADVERSE DRUG REACTIONS AND OF OTHER	regulatory authorities
SAFETY INFORMATION	and IRB(s)/IEC(s) of
試驗委託者及/或試驗主持人依法規要求向主管機關及	unexpected serious
IRB/IEC通報非預期藥品嚴重不良反應及其他安全性資訊	adverse drug reactions
	in accordance with 5.17
	and 4.11.1 and of other
	safety information in
	accordance with 5.16.2
	and 4.11.2
	試驗委託者及/或試驗
	主持人依5.17及4.11.1
	規定向主管機關及
	IRB/IEC通報非預期藥
	品嚴重不良反應及依
	5.16.2及4.11.2規定通
	報其他安全性資訊

		•		
8.3.18	NOTIFICATION BY SPONSOR TO INVESTIGATORS OF	Notification by sponsor	X	X
	SAFETY INFORMATION	to investigators of		
	試驗委託者提供試驗主持人安全性資訊	safety information in		
		accordance with 5.16.2		
		試驗委託者依5.16.2規		
		定提供試驗主持人安		
		全性資訊		
8.3.19	INTERIM OR ANNUAL REPORTS TO IRB/IEC AND	Interim or annual	X	X
	AUTHORITY(IES)	reports provided to		(where required) (若需
	檢送至IRB/IEC及主管機關之期中或年度報告	IRB/IEC in accordance		要)
		with 4.10 and to		
		authority(ies) in		
		accordance with 5.17.3		
		依4.10規定檢送至		
		IRB/IEC以及依5.17.3		
		規定檢送至主管機關		
		之期中或年度報告		

8.3.20	SUBJECT SCREENING LOG	To document	X	X
	受試者篩選紀錄	identification of		(where
		subjects who entered		required) (若需
		pre-trial screening		要)
		紀錄參加試驗前篩選		
		程序之受試者的身分		
8.3.21	SUBJECT IDENTIFICATION CODE LIST	To document that	X	
	受試者身分代碼表	investigator/institution		
		keeps a confidential list		
		of names of all subjects		
		allocated to trial		
		numbers on enrolling in		
		the trial. Allows		
		investigator/institution		
		to reveal identity of any		
		subject		

				1
		紀錄試驗主持人/試驗		
		機構製作一份應予保		
		密、含有所有具試驗		
		代碼之受試者姓名清		
		單,使試驗主持人/機		
		構得以辨識任何一位		
		受試者		
8.3.22	SUBJECT ENROLMENT LOG	To document	X	
	受試者納入紀錄	chronological		
		enrolment of subjects		
		by trial number		
		紀錄按試驗編碼依照		
		時間順序納入受試者		
8.3.23	INVESTIGATIONAL PRODUCTS ACCOUNTABILITY AT	To document that	X	X
	THE SITE	investigational		
	在試驗中心的試驗藥品數量管理	product(s) have been		

		used according to the protocol 紀錄試驗藥品是依據 試驗計畫書使用		
8.3.24	SIGNATURE SHEET	To document	X	X
	簽名表	signatures and initials		
		of all persons		
		authorised to make		
		entries and/or		
		corrections on CRFs		
		紀錄所有被授權輸入		
		及/或更正個案報告表		
		者其簽名及姓名縮寫		
8.3.25	RECORD OF RETAINED BODY FLUIDS/ TISSUE SAMPLES	To document location	X	X
	(IF ANY)	and identification of		
	保存體液/組織樣本的紀錄(若有)	retained samples if		

	assays need to be	
	repeated	
	若需要重複分析,紀	
	錄所保存樣本之地點	
	及樣本之辨識資料	

8.4 在試驗完成或終止後 (After Completion or Termination of the Trial)					
	Title of Document	Purpose	Located in Files of 文件保存地點		
	文件標題	目的			
			Investigator/	Sponsor	
			Institution	試驗委託者	
			試驗主持人		
			/試驗機構		

8.4.1	INVESTIGATIONAL PRODUCT(S)	To document that the investigational product(s)	X	X
	ACCOUNTABILITY AT SITE	have been used according to the protocol. To		
	試驗藥品於試驗中心之數量管理	documents the final accounting of investigational		
		product(s) received at the site, dispensed to		
		subjects, returned by the subjects, and returned to		
		sponsor		
		紀錄試驗藥品之使用符合試驗計畫書。紀錄試		
		驗藥品於試驗中心之接收、發放給受試者、受		
		試者退回及歸還給試驗委託者之最終數量		
8.4.2	DOCUMENTATION OF INVESTIGATIONAL	To document destruction of unused investigational	X	X
	PRODUCT DESTRUCTION	products by sponsor or at site	(if destroyed at	
	試驗藥品之銷毀紀錄	紀錄未使用之試驗藥品由試驗委託者或試驗中	site) (若在試驗中	
		心銷毀	心銷毀)	

	-			
8.4.3	COMPLETED SUBJECT IDENTIFICATION	To permit identification of all subjects enrolled in	X	
	CODE LIST	the trial in case follow-up is required. List should		
	完整受試者身份代碼表	be kept in a confidential manner and for agreed		
		upon time		
		在需要後續追蹤時,使所有參與試驗之受試者		
		身分可被辨識。代碼表應予保密並依約定時間		
		保存		
8.4.4	AUDIT CERTIFICATE (if available)	To document that audit was performed		X
	稽核證書(1.7) (若有)	紀錄已執行稽核		
8.4.5	FINAL TRIAL CLOSE-OUT MONITORING	To document that all activities required for trial		X
	REPORT	close-out are completed, and copies of essential		
	試驗結束監測報告	documents are held in the appropriate files		
		紀錄所有試驗結束之所需程序皆已完成,且必		
		要文件之副本皆已適當歸檔		
8.4.6	TREATMENT ALLOCATION AND	Returned to sponsor to document any decoding		X
	DECODING DOCUMENTATION	that may have occurred		
	治療分配及解碼紀錄	交還試驗委託者以紀錄任何曾發生之解碼		

8.4.7	FINAL REPORT BY INVESTIGATOR TO	To document completion of the trial	X	
	IRB/IEC WHERE REQUIRED, AND WHERE	紀錄試驗之完成		
	APPLICABLE, TO THE REGULATORY			
	AUTHORITY(IES)			
	必要時試驗主持人向IRB/IEC以及法規要求時向			
	主管機關提交結案報告			
8.4.8	CLINICAL STUDY REPORT	To document results and interpretation of trial	X	X
	臨床試驗報告	紀錄試驗結果並提供解釋	(if applicable) (若	
			適用)	