JeffTrial Subject Registration
Clinical Coordinator Training

Kimmel Cancer Center
1.2.14
JeffTrials version 13.0
Ver. 1.2
Coordinator – Register a Patient

1. Log in to JeffTrial https://jefftrial.tjh.tju.edu/login

2. Scroll mouse over “Subjects” from the horizontal tab across the top then click “CRA” Console in the drop-down menu.

3. Type the IRB or JeffTrial number of the protocol in the “Select Protocol” search bar.

4. Select the trial from the drop down window
5. Choose “New Subject Registration” from the vertical column on the left
6. Select Study site from drop down box
7. On the left hand side in the FIND FIELDS area put the last name of the subject in the box for last name. - hit FIND

If the subject is not already in JeffTrial it will say “no information found”

If this subject is in JeffTrials you will get subject search result with a subject ID number. If this is the same subject you are registering to a new trial you must use their subject ID number when you register. **DO NOT AUTOGENERATE THE NUMBER WHEN YOU REGISTER.**

Click on the subjects Subject ID number and it will populate your demographic fields
8. If no records were found during the subject search proceed to the new subject details section and fill in the following required fields (marked with an asterisk):
   a. Subject ID*- This will be auto-generated by JeffTrial. Use the “generate” radio button. DO NOT ASSIGN A NUMBER FREE TEXT UNLESS YOU KNOW THIS SUBJECT IS ALREADY IN JEFFTRIAL AS DISCUSSED IN THE FIRST SECTION OF THESE INSTRUCTIONS. JeffTrial must assign this number because it will be consistent in the system. It will identify the same subject when they are registered to additional trials.
   b. Subject Last Name*
   c. Subject First Name*
   d. Subject Birth Date*
   e. Subject Gender*
   f. Subject Race* (located on the right hand side of screen)
   g. Subject Ethnicity*

9. Click “Add” in the bottom right hand corner

10. A new screen will populate with additional fields. Confirm the subject demographics entered in the previous screen are correct.
11. Under Additional Subject Identifiers header, choose medical record number (JUP/Allscripts, JeffChart, MOSAIQ, EPIC) from “Identifier Type” drop down box. Enter the MRN identifier in the “Identifier” field. Click “Add”.

The patient’s information will then appear in a box below.

12. Click “Submit” in the bottom right hand corner to save.
It is not necessary to enter patient contact information or emergency contact.
13. Navigate to the “Consent” vertical tab.

14. Choose the “select consent tab”. The available consents will display.

If there are one or more older consents – there will be a “+” button that will allow you to select an older version of the consent. It looks like this;
If you click on the “+” you will see the options of older consents. This is for the times when you might be in the screening phase of the trial and a new version of the consent is out that does not require re-consenting.
### Available Consents

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Version Date</th>
<th>Approved Date</th>
<th>Expiration Date</th>
<th>Signed Date</th>
<th>Status</th>
<th>Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment Consent</td>
<td>Migrated Consent-CURRENT</td>
<td>29/02/2013</td>
<td>09/09/2013</td>
<td></td>
<td></td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Treatment Consent</td>
<td>Migrated Consent</td>
<td>09/09/2013</td>
<td>09/09/2013</td>
<td></td>
<td></td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Treatment Consent</td>
<td>Migrated Consent</td>
<td>30/02/2013</td>
<td>09/09/2013</td>
<td></td>
<td></td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Treatment Consent</td>
<td>Migrated Consent</td>
<td>33/02/2013</td>
<td>09/09/2013</td>
<td></td>
<td></td>
<td>Accepted</td>
<td></td>
</tr>
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<td>09/09/2013</td>
<td></td>
<td></td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Treatment Consent</td>
<td>Migrated Consent</td>
<td>02/09/2013</td>
<td>09/09/2013</td>
<td></td>
<td></td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Treatment Consent</td>
<td>Migrated Consent</td>
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<td>09/09/2013</td>
<td></td>
<td></td>
<td>Accepted</td>
<td></td>
</tr>
</tbody>
</table>

*Note: The highlighted row indicates the selected consent.*
15. Enter the date the participant signed consent. Hit accepted or refused and save.
Hit submit

16. Eligibility will not be used in this phase of JeffTrial.
17. Navigate to the “On Study” vertical tab

18. Enter the following fields:
   - Sequence No. – This number should NOT auto generate. This is the field you may put the sponsor assigned patient identification number (for example an ECOG number or a Pharmaceutical sponsor’s assigned PID), a TJU Investigator Initiated trial’s patient sequence number would also be put in the sequence number field. This number is unique to the trial. If this field auto generates, please contact your JeffTrial super user resource personnel to assist you in changing the field in the system.
   - On Study Date
   - Disease Site
   - Histology
   - ZIP at Registration
   - Under subject staff under role scroll down co-investigator/ treating physician → staff name → start date → add

Click “Submit”
19. Navigate to the “Treatment” vertical tab – click add

20. Select the arm the patient was registered or randomized into. If the protocol only has one treatment arm, select Arm A. Enter the “On Arm Date” and the “On Treatment Date”. Click “Save”.

The screen will look as follows: