INFORMED CONSENT:
PROCESS and DOCUMENTATION

IN-PERSON, MAIL, PHONE, AND MORE...

EMORY INSTITUTIONAL REVIEW BOARD WEBINAR
1/14/2016
Objectives

- Review the basic process of obtaining informed consent
- Describe how to obtain consent through fax or email
- Distinguish when it is appropriate to use a legally authorized representative (LAR)
- Detail how to obtain consent from illiterate or blind subjects
- Cover the documentation of consent in other languages (translated consents, short forms)
- Review commonly observed mistakes in the consent process
ICF = Process + Documentation

- More than just a signature on a form
- Process of information exchange that may include:
  - Subject recruitment materials
  - Verbal instructions
  - Reading and signing the ICF
  - Q+A sessions and measures of subject understanding
- Documentation that the consent process has been handled correctly is crucial
Who Handles the Consent Process?

- Person should be **trained** regarding informed consent process and be **knowledgeable** about study

- FDA Requirements: IRB must know **who** will conduct consent process
  - FDA does not require the that the PI personally conduct the consent process, but the **PI is always responsible** for ensuring that the process is completed correctly

- Study team should verify who can conduct the consent discussion with the sponsor and staff members who will obtain consent should be listed on the delegation of authority log, if applicable
Where to find the approved consents

![Study: Drab-Mab (IRB00000001)]

- **Study Title:** Investigation of the Psycho-social Consequences of Drab-Mab Drugs
- **Principal Investigator:** Sean Kalker IRB
- **Expiration Date:** 11/15/2018
- **Research Type:** Biomedical

**Original Version:** View
Consent Discussion

- An approved study team member should review the form with the subject and have a conversation about the study.
  - The conversation should allow for the subject to ask any questions they may have and for the researcher to assess the subject’s level of understanding.
  - The study team should take the time to ensure the subject understands all aspects of the study thoroughly, even if the subject claims to have read the document prior to the discussion.
Documentation via ICF

- Have the subject print his or her name, sign, date, and time the consent document.
- The person obtaining consent should then print, sign, date and time the consent.

![Consent and Authorization Form]
You’re not done yet:

◦ Provide the subject a copy of the form to keep for reference
  ◦ The form has contact information in it in case the subject has any questions later

◦ If the study is following ICH-GCP, make sure the subject receives a **signed** copy of the ICF
You’re not done yet:

- Verify that the form is complete and add an Informed Consent Process Note to the subject’s file
  - Example – you can develop your own format if desired
  - This template is found on the CTAC website under Clinical Trial Tools
How to obtain consent through fax or email

- First, make sure this method was approved by the IRB
- Send the ICF to the subject through the IRB-approved method
- Carry out the consent process by phone while the subject or representative reads along
- After the discussion, the subject or representative can sign the form and return it to investigators via fax, through secure email, or by posting it to a secure website
  - “Secure” means HIPAA-compliant if HIPAA applies to your study
How to obtain consent through fax or email

- The subject may also bring the signed and dated consent form to the next study visit or mail it to the investigator.
- Be sure that the person obtaining consent signs and dates at the time the returned form is truly received.
  - Any delays should be explained in the Consent Process Note. Do not provide a date or a time that is inaccurate.
How to obtain consent through fax or email with minor subjects

- Use the same procedure to obtain consent from the parent or legal guardian and assent from the minor subject
  - Be sure to document assent based on age-based guidelines, or IRB requirements
- If the only contact with subjects is completed remotely, please contact the IRB to decide how to appropriately verify the identity of the parent or guardian providing consent for the minor subject’s participation
Suggestion for documenting consent through fax or email

- Add a line for the study team to document the date that the informed consent process was completed by phone.
- Another line should be for the date when the person obtaining consent received the signed informed consent form.

![Consent Form Template]

**TO BE FILLED OUT BY STUDY TEAM ONLY**

- Date
- Time - informed consent process completed by phone

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Name of Person Conducting Informed Consent Discussion

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Signature of Person Conducting Informed Consent Discussion

- Date
- Time - after subject’s signed copy is received
Using a Legally Authorized Representative (LAR)

- In some instances, a subject may not be able to provide informed consent for his or herself:
  - Acute illness, loss of consciousness, or situations where the subject’s decision-making power is otherwise compromised

- In these instances, the subject’s next-of-kin may be able to provide consent for the subject (see IRB P&Ps which reflect GA State Law on who can be LAR)

- * For non-therapeutic studies, the LAR must have durable Power of Attorney for research; they cannot just be next of kin
Illiterate or blind subjects

- The PI should read the entire consent or assent document aloud and document that the subject cannot read.
- An impartial individual should witness the process and document that the process took place, that the subject understands, and the subject consented to participate.
Subjects Who Do Not Speak English—
translators in the consent process

- For IC documents that are translated into subject’s language:
  - A certified translator should be present to assist the person obtaining consent as needed
  - If a non-certified translator is used during the consent process, a statement from the translator attesting to the translator’s proficiency in English and the other language (e.g., he/she is a native born speaker of the other language and has completed 4 or 5 years of education in English or other evidence that he/she speaks and reads both languages fluently) should be documented in the consent process note
Subjects Who Do Not Speak English - documenting the consent process

- It is appropriate for the person obtaining consent to sign the document printed in the translated language.
- An impartial witness must sign, after the subject and the person obtaining consent have signed the ICF.
  - There should be a separate line for a witness signature on the translated ICF.
  - The impartial witness can be the same person as the translator.
When to use a “Short Form”

- A short form is a consent document that informs the subject, in their own language, what they should expect to be told about the study.
- The study must be IRB-approved to use a short form. The form itself does not need IRB approval as long as the IRB-supplied forms are used (see next slide).
  - If study team wishes to create their own short form in a language not offered by Emory IRB or CHOA, the form must be submitted to the IRB and approved first.
- Subject signature on the form confirms that the required information has been covered during the consent discussion (which requires certified interpreter, with rare exceptions).
- This form is not appropriate if a study is expecting to recruit more than one or two subjects who speak the language and who are not proficient in English.
Short Forms

A short form consent is used to enroll non-English speaking subjects when a version of the consent form translated into the subject’s language is not available. A short form is intended to allow the enrollment of a non-English speaker when it was unexpected that such a language would be necessary. The procedure for using a short form is described in the IRB Policies and Procedures - Section 44. A step-by-step guide to using a short form is provided as a coversheet on each document.

* Emory Short Form Consent - English (For Reference Only)
* Emory Short Form Consent - Arabic
* Emory Short Form Consent - Armenian
* Emory Short Form Consent - Chinese
* Emory Short Form Consent - French
* Emory Short Form Consent - Gujarati
* Emory Short Form Consent - Japanese
* Emory Short Form Consent - Korean
* Emory Short Form Consent - Russian
* Emory Short Form Consent - Spanish
* Emory Short Form Consent - Vietnamese
Process for Documenting Use of Short Form (Non-FDA)

- Obtaining Consent
  - Witness signs Short Form and ICF
  - Translator signs nothing, unless serving as witness
  - PI or study staff signs ICF

- Giving Consent
  - Participant, Parent of a Minor, or Legally Authorized Representative signs the Short Form
Process for Documenting Use of Short Form (FDA)

- For studies involving FDA-regulated products:
  - The witness and person obtaining consent must sign both the short form and the ICF
  - A copy of the signed short form and ICF must be given to the subject
Documentation of Consent for Optional items when Using Short Form

- The translator must indicate the subject’s choice regarding options in the English ICF and initial each choice.
- The subject’s choices should also be listed in a comment written by the translator on the short form.
Commonly Observed Errors in Consent Documentation

- Faxed/Emailed forms: wrong date or time is used to match subject’s signature
- Person obtaining consent signs before subject
- Person obtaining consent dates and times subject’s signature
- Corrections made inappropriately
- Consents faxed/mailed when the study wasn’t approved for that process
Commonly Observed Errors in Consent Documentation

- Fields left blank in the ICF
- The original document cannot be located, only a copy exists
- Unapproved study staff performing informed consent discussion
- No consent process note or note to file regarding irregularities
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