

# Reassinging, Removing and Reinstating Participants in Open Clinica

<b>Workstream</b>	Informatics - Testing		
<b>Programme Director</b>	Peter Counter	<b>Status</b>	Final
<b>Document owner</b>	Ewen Rubython	<b>Version</b>	1.1
<b>Document Author</b>	Ewen Rubython	<b>Version date</b>	13.01.17

## 1 Document History

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### 1.1 Version History

Version	Date	Author	Description
0.1	4.10.16	Calum Boyd, Ewen Rubython, Caroline Moth	For Consultation with GMCs
1.0	1.12.16	As above	Final Version
1.1	13.1.17	As above	Removal of 'draft' watermark

### 1.2 Reviewers

This document must be reviewed by the following:

Name	Title
Gavin Mulcahy	Product Owner
Ewen Rubython	QA and Test
Nuno Pestana	Sequencing and Samples
Helen Stevens	Sequencing and Samples
Caroline Moth	Service Management
Nathan Hicks	Development
Calum Boyd	Business Support

### 1.3 Approvers

This document must be approved by the following:


Name	Responsibility	Date	Version
Gavin Mulcahy	Product Owner	1/12/16	1.0

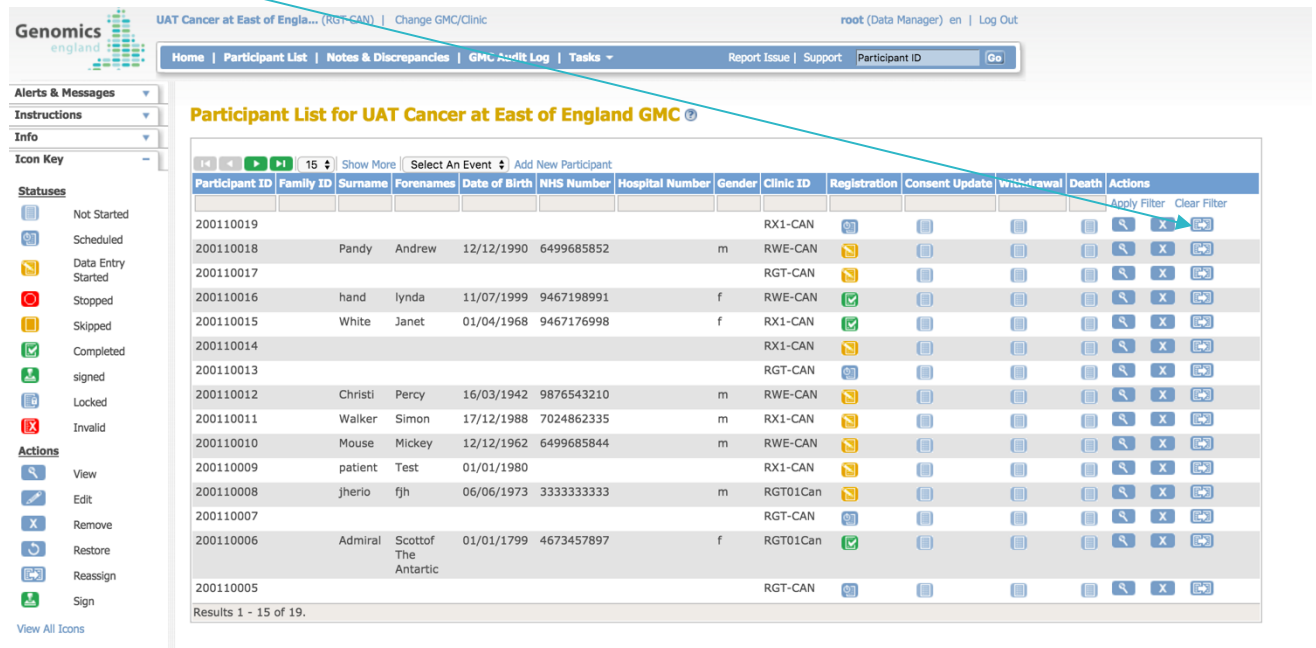
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## 1. How to reassign a participant to an alternative study/clinic

OpenClinica allows you to reassign a participant from one study/clinic to another.

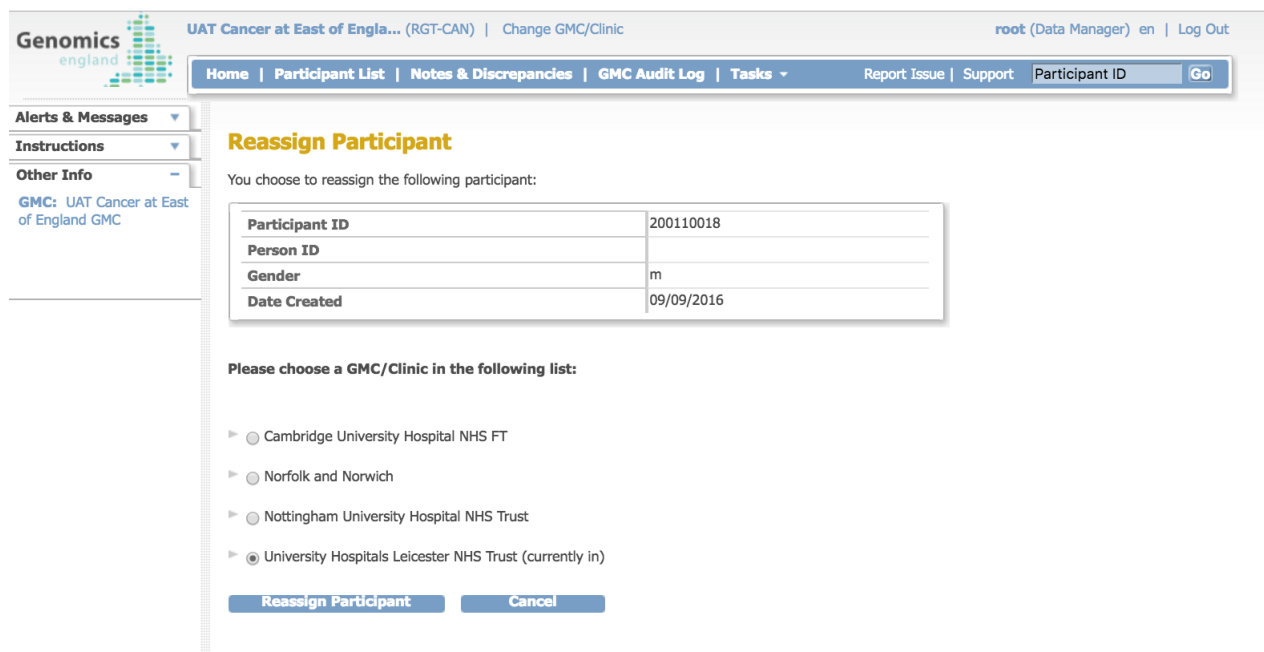
To re-assign a participant, find your participant and select the  at the end of the participant's entry.



**Participant List for UAT Cancer at East of England GMC**

Participant ID	Family ID	Surname	Forenames	Date of Birth	NHS Number	Hospital Number	Gender	Clinic ID	Registration	Consent Update	Withdrawal	Death	Actions
200110019								RX1-CAN					
200110018		Pandy	Andrew	12/12/1990	6499685852		m	RWE-CAN					
200110017								RGT-CAN					
200110016		hand	lynda	11/07/1999	9467198991		f	RWE-CAN					
200110015		White	Janet	01/04/1968	9467176998		f	RX1-CAN					
200110014								RX1-CAN					
200110013								RGT-CAN					
200110012		Christi	Percy	16/03/1942	9876543210		m	RWE-CAN					
200110011		Walker	Simon	17/12/1988	7024862335		m	RX1-CAN					
200110010		Mouse	Mickey	12/12/1962	6499685844		m	RWE-CAN					
200110009		patient	Test	01/01/1980				RX1-CAN					
200110008		jherio	fjh	06/06/1973	3333333333		m	RGT01Can					
200110007								RGT-CAN					
200110006		Admiral	Scottof The Antarctic	01/01/1799	4673457897		f	RGT01Can					
200110005								RGT-CAN					

You will then be asked to confirm which study/clinic you would like to re-assign them too.



**Reassign Participant**

You choose to reassign the following participant:

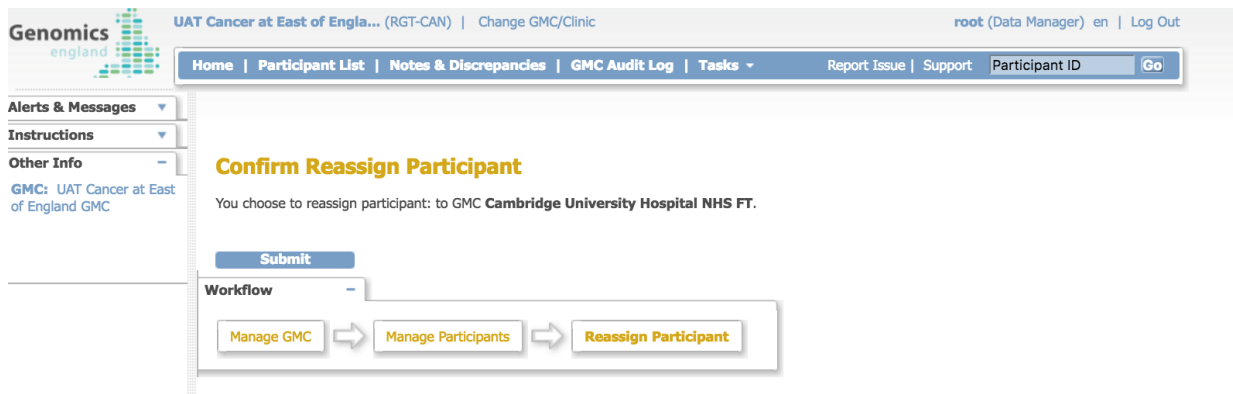
Participant ID	200110018
Person ID	
Gender	m
Date Created	09/09/2016

Please choose a GMC/Clinic in the following list:

- Cambridge University Hospital NHS FT
- Norfolk and Norwich
- Nottingham University Hospital NHS Trust
- University Hospitals Leicester NHS Trust (currently in)

**Reassign Participant** **Cancel**

You will then be asked to submit this request.




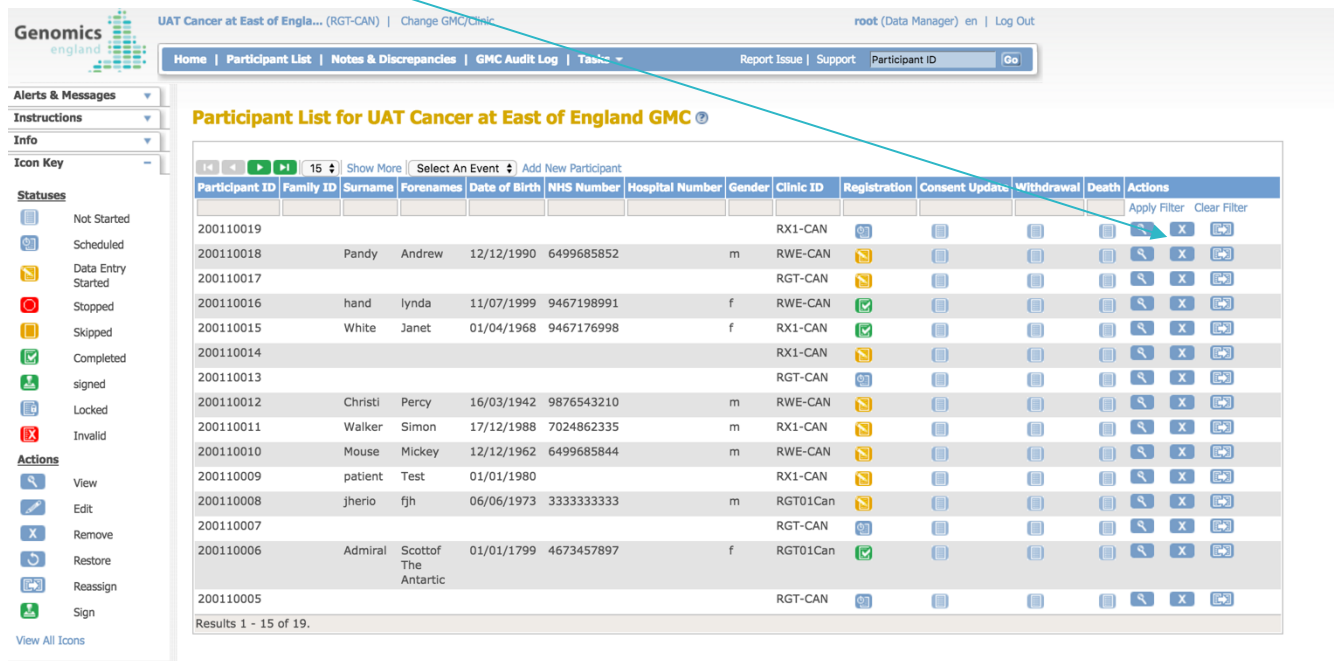
The screenshot shows the Genomics England web interface. At the top, the header includes the Genomics England logo, the text "UAT Cancer at East of Engla... (RGT-CAN) | Change GMC/Clinic", and the user "root (Data Manager) en | Log Out". Below the header is a navigation bar with links: Home, Participant List, Notes & Discrepancies, GMC Audit Log, Tasks, Report Issue, Support, and a search box for "Participant ID" with a "Go" button. On the left side, there are three menu items: "Alerts & Messages", "Instructions", and "Other Info". The "Other Info" section shows "GMC: UAT Cancer at East of England GMC". The main content area is titled "Confirm Reassign Participant" and contains the text "You choose to reassign participant: to GMC Cambridge University Hospital NHS FT." Below this text is a "Submit" button. At the bottom, a "Workflow" section shows a sequence of three steps: "Manage GMC", "Manage Participants", and "Reassign Participant", connected by arrows.

## 2. How to remove and reinstate a participant

### 2.1 To Remove a Participant

OpenClinica allows you to remove a participant from the system. This participant will still be viewable on the system but no further actions will be possible against this participant.

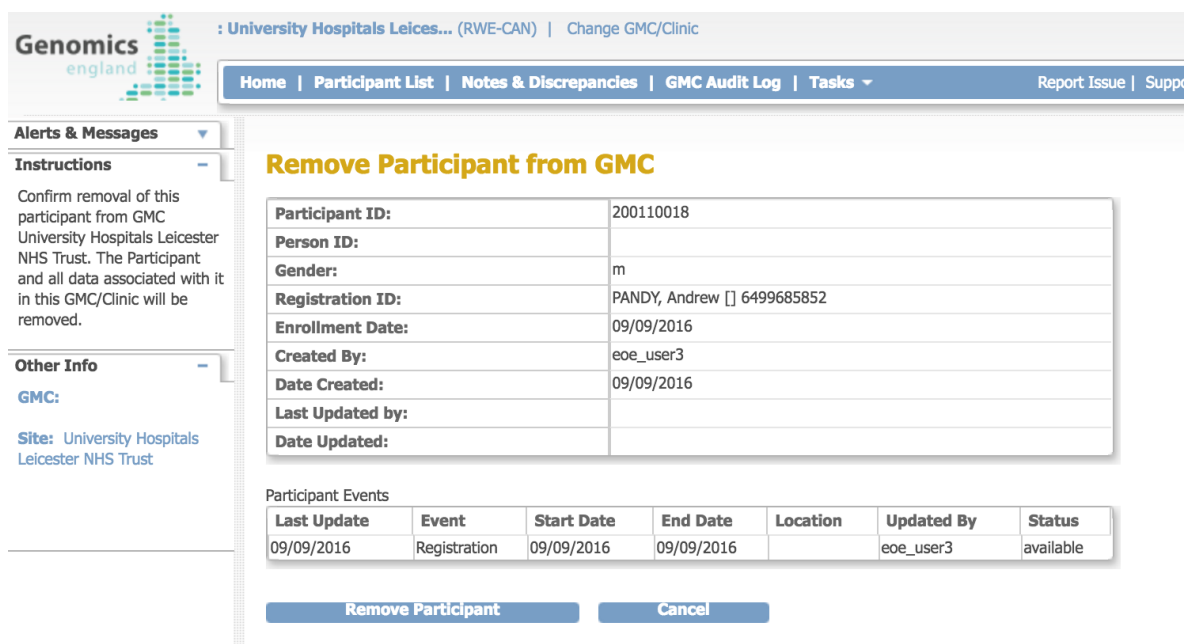
To remove a participant from the Study, you find your participant and select the  at the end of the participants entry.



**Participant List for UAT Cancer at East of England GMC**

Participant ID	Family ID	Surname	Forenames	Date of Birth	NHS Number	Hospital Number	Gender	Clinic ID	Registration	Consent Update	Withdrawal	Death	Actions
200110019								RX1-CAN					
200110018		Pandy	Andrew	12/12/1990	6499685852		m	RWE-CAN					
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200110014								RX1-CAN					
200110013								RGT-CAN					
200110012		Christi	Percy	16/03/1942	9876543210		m	RWE-CAN					
200110011		Walker	Simon	17/12/1988	7024862335		m	RX1-CAN					
200110010		Mouse	Mickey	12/12/1962	6499685844		m	RWE-CAN					
200110009		patient	Test	01/01/1980				RX1-CAN					
200110008		jherio	fjh	06/06/1973	3333333333		m	RGT01Can					
200110007								RGT-CAN					
200110006		Admiral	Scottof The Antarctic	01/01/1799	4673457897		f	RGT01Can					
200110005								RGT-CAN					

You will then be asked to confirm the removal.



**Remove Participant from GMC**

Confirm removal of this participant from GMC University Hospitals Leicester NHS Trust. The Participant and all data associated with it in this GMC/Clinic will be removed.

**Other Info**

**GMC:**

**Site:** University Hospitals Leicester NHS Trust

<b>Participant ID:</b>	200110018
<b>Person ID:</b>	
<b>Gender:</b>	m
<b>Registration ID:</b>	PANDY, Andrew [ ] 6499685852
<b>Enrollment Date:</b>	09/09/2016
<b>Created By:</b>	eeo_user3
<b>Date Created:</b>	09/09/2016
<b>Last Updated by:</b>	
<b>Date Updated:</b>	


Participant Events

Last Update	Event	Start Date	End Date	Location	Updated By	Status
09/09/2016	Registration	09/09/2016	09/09/2016		eeo_user3	available

**Remove Participant** **Cancel**

## 2.2 Reinstate a Participant

In the event that you need to re-instate a participant to a study you can do this using the restore functionality.

To reinstate a participant from the Study, you find your participant and select the  at the end of the participants entry.

**Participant List for UAT Cancer at East of England GMC**

Participant ID	Family ID	Surname	Forenames	Date of Birth	NHS Number	Hospital Number	Gender	Clinic ID	Registration	Consent	Update	Withdrawal	Death	Actions
200110019								RX1-CAN						
200110018	Pandy	Andrew		12/12/1990	6499685852		m	RWE-CAN						
200110017								RGT-CAN						
200110016	hand	lynda		11/07/1999	9467198991		f	RWE-CAN						
200110015	White	Janet		01/04/1968	9467176998		f	RX1-CAN						
200110014								RX1-CAN						
200110013								RGT-CAN						
200110012	Christi	Percy		16/03/1942	9876543210		m	RWE-CAN						
200110011	Walker	Simon		17/12/1988	7024862335		m	RX1-CAN						
200110010	Mouse	Mickey		12/12/1962	6499685844		m	RWE-CAN						
200110009	patient	Test		01/01/1980				RX1-CAN						
200110008	jherio	fjh		06/06/1973	3333333333		m	RGT01Can						
200110007								RGT-CAN						
200110006	Admiral	Scottof The Antarctic		01/01/1799	4673457897		f	RGT01Can						
200110005								RGT-CAN						

You will then be asked to confirm the re-instatement.

**Restore Participant to GMC**

Participant ID:	200110018
Person ID:	
Gender:	m
Registration ID:	PANDY, Andrew [ ] 6499685852
Enrollment Date:	09/09/2016
Created By:	eeo_user3
Date Created:	09/09/2016
Last Updated by:	root
Date Updated:	30/09/2016

Participant Events

Last Update	Event	Start Date	End Date	Location	Updated By	Status
30/09/2016	Registration	09/09/2016	09/09/2016		root	auto-removed

**Restore Participant to GMC** **Cancel**

For Distribution to GMCs