**Guidance Notes for IB Template**

This IB template should be used to draft an IB for a Clinical Investigation of a Medical Device (CIMD) or Clinical Performance of an *In vitro* diagnostics device.

The IB should be summary compilation of the current clinical and non-clinical information on the investigational medical device(s) relevant to the clinical investigation or performance evaluation.

The purpose of the IB is to provide the principal investigator and the investigation site team with sufficient safety or performance data from pre-clinical investigations or clinical investigations to justify human exposure to the investigational device specified in the Clinical Investigation Plan (CIP) or Clinical Performance Study Protocol (CPSP). The IB shall be updated throughout the course of the clinical investigation as significant new information becomes available (e.g., a significant change in risk). In case of an investigational device design change that can occur during the course of the clinical investigation, the IB shall be updated and provide a justification for the change including an update of the risk management section of the IB, if required.

The principal investigator(s) shall acknowledge the receipt of the IB and all subsequent amendments in writing and shall keep all its information confidential.

This template is written in line with the minimum information stipulated in ISO 14155 (Medical Devices) and ISO 20916 (*In vitro* diagnostic medical devices).

**General notes on using the IB template:**

The IB must be consistent with the trial protocol, IRAS form application, and any other relevant trial documentation, and should be cross checked prior to finalisation. ACCORD will carry-out a review of the draft IB and provide advice and guidance prior to approval.

Some sections may not be applicable, depending on the nature of the study. Please ensure that you remove any sections which are not relevant to your study unless there is an indication that the section is standard text and should remain unchanged.

**Highlighted** text should be replaced with study-specific details.

Text in **blue** is for guidance only and should be deleted prior to submission.

Sections **MUST NOT** be deleted. If not relevant to a particular trial, please detail as “Not Applicable”. Sections should be adapted with trial specific details.

INVESTIGATOR’S BROCHURE

**Device Name and reference number (if applicable)**

|  |  |
| --- | --- |
| Manufacturer(s) | Insert name and details of manufacturer, e.g. address and contact. |

|  |  |
| --- | --- |
| Local Representative or Importer | Certain national/regional regulations can require that if the sponsor is not resident in the country in which the clinical investigation is to be carried out, the name and address of a local representative who acts as the sponsor fulfilling responsibilities of the sponsor in that country is provided |

|  |  |
| --- | --- |
| Co-Sponsors  (If different from the manufacturer) | The University of Edinburgh & Lothian Health Board ACCORD Usher Building, The University of Edinburgh 5-7 Little France Road  Edinburgh BioQuarter – Gate 3  Edinburgh  EH16 4UX |

INVESTIGATOR’S BROCHURE

APPROVAL SIGNATURE PAGE

The undersigned accept the content of this IB in accordance with the appropriate regulations and agree to adhere to it throughout the execution of the study.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| **Chief Investigator** | **Signature** |  | **Date** |
| Name |  |  |  |
| **Trial Statistician** | **Signature** |  | **Date** |
| Name 1 |  |  |  |
| **Professional Position 1** | **Signature 1** |  | **Date 1** |
| Name 2 |  |  |  |
| **Professional Position 2** | **Signature 2** |  | **Date 2** |

Following any amendments to the protocol, this page must be re-signed.

A signed copy of the IB is required for R&D submission

**Summary of Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version no.** | **Date** | **Summary of revision(s)** | **Updated by** |
| 1.0 | DDMMMYY | Initial Document Release | Name |
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LIST OF ABBREVIATIONS

This is not an exhaustive list.

Any additional abbreviations used within the protocol must also be added here.

|  |  |
| --- | --- |
| **ACCORD** | Academic and Clinical Central Office for Research & Development - Joint office for The University of Edinburgh and Lothian Health Board |
| **ADE** | Adverse Device Effect |
| **AE** | Adverse Event |
| **CA** | Competent Authority |
| **CE** | *Conformité Européenne* |
| **CI** | Chief Investigator |
| **CIA** | Clinical Investigation Agreement |
| **CIP** | Clinical Investigation Plan |
| **CPSP** | Clinical Performance Study Protocol |
| **DD** | Device Deficiency |
| **EC** | European Commission |
| **FDA** | Food & Drug Administration |
| **GCP** | Good Clinical Practice |
| **GMP** | Good Manufacturing Practice |
| **IB** | Investigator Brochure |
| **ICH** | International Conference on Harmonisation |
| **IFU** | Instructions for Use |
| **IMD** | Investigational Medical Device |
| **ISF** | Investigator Site File |
| **ISRCTN** | International Standard Randomised Controlled Trials Number |
| **IVD** | *In vitro* diagnostic |
| **MD** | Medical Device |
| **MHRA** | Medicines and Healthcare products Regulatory Agency |
| **NIMP** | Non-Investigational Medicinal Product |
| **PI** | Principal Investigator |
| **POC** | Point of Care |
| **QA** | Quality Assurance |
| **SADE** | Serious Adverse Device Effect |
| **SAE** | Serious Adverse Event |
| **SAR** | Serious Adverse Reaction |
| **SOP** | Standard Operating Procedure |
| **SPC** | Summary of Product Characteristics |
| **SUSAR** | Suspected Unexpected Serious Adverse Reaction |
| **TMF** | Trial Master File |
| **UKCA** | United Kingdom Conformity Assessed |
| **UKMDR** | The Medical Devices Regulations 2002 (SI 2002 No 618, as amended) (UK medical devices regulations) |
| **USADE** | Unanticipated Serious Adverse Device Effect |

# INVESTIGATIONAL DEVICE INFORMATION

## BACKGROUND AND RATIONALE FOR INVESTIGATIONAL DEVICE

Text

Should include:

* Reviews of previous clinical trials conducted or clinical use of the device (or where relevant inference to similar devices) in support for this clinical investigation.
* Summary of the literature and evaluation supporting the rationale for the design and intended use of the investigational device.

# 

# OVERVIEW OF THE INVESTIGATIONAL DEVICE

Each sub-section below shall also provide available information for the comparator, if applicable.

## SUMMARY DESCRIPTION OF THE INVESTIGATIONAL DEVICE

Text

General description of the investigational device and its components (include manufacturer and registration status information for each component).

## INTENDED CLINICAL PERFORMANCE

Text

## DEVICE IDENTIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Device name** | **Device Model** | **GMDN code** | **Classification** | **Regulation(s)** |
| Blood gas analyser | BGA1 | 18853 | Class II | UK MDR 2002 |
|  |  |  |  |  |

Provide name or number of the model/type, including software version and accessories, if any, to permit full identification.

## MANUFACTURER OF THE DEVICE

Text

Include name, address, compliance to regulations and any certifications/standards achieved and details of a manufacturer representative. Please note some countries might require the contact details of a local authorised representative.

# TECHNICAL DESCRIPTION OF THE INVESTIGATIONAL DEVICE

Text

Provide a description on how the device operates and its components, e.g., software, to achieve the intended purpose – this could include any images/photographs of the device. List any device components and/or accessories that are part of the device. Add the specification of the analyte or marker to be determined by the device.

## MANUFACTURING PROCESSES AND VALIDATION PROCESSES

Text

Summary of relevant manufacturing processes and related validation processes, to demonstrate that the investigational devices are manufactured and verified under a controlled process according to the applicable regulations.

## 

## MATERIALS AND ACTIVE INGREDIENTS

Text

Provide information on any biologically active substances, medical substances, human or animal tissues or their derivatives that are part of the device and reference compliance with the applicable national regulations.

## 

## LABELLING AND PACKAGING

Text

Name and address of the party responsible for any additional packaging and/or labelling.

Provide a sample of the label, for example sticker or copy, and Instructions For Use (IFU) or reference to, and information on any training required.

Labels will be in the local language and comply with the legal requirements of the Medical Devices Regulations 2002, ISO 18113 and/or local regulations. They will include storage conditions for the device, but no information about the patient.

## STABILITY AND STORAGE

Text

* Any special handling requirements?
* Any preparation for use and/or re-use (e.g., sterilisation) required?
* Consider whether any pre-use safety or performance checks and after use (e.g., disposal of devices) are required.
* What is the stability of the investigational devices?
* Where will the investigational devices be stored at site?
* What are the storage conditions (e.g. temperature).

# PRECLINICAL/ANALYTICAL TESTING

Text

Summary of the preclinical testing that has been performed on the investigational device, together with an evaluation of the results of such testing, justifying its use in human subjects. The summary shall include or, where applicable, refer to the results of:

a) design calculations,

b) *in vitro* tests,

c) mechanical and electrical safety tests,

d) reliability tests,

e) validation of software relating to the function of the device,

f) any performance tests,

g) *ex vivo* tests,

h) *in vivo* animal test,

i) evaluation of biological safety,

j) validation of procedures for cleaning, disinfection, or sterilisation.

# EXISTING CLINICAL DATA

## PREVIOUS CLINICAL EXPERIENCE

Text

Description of any relevant previous clinical experience with the investigational device and with medical devices that have similar characteristics, including such characteristics that relate to other indications for use of the investigational device.

## DEVICE SAFETY

Text

Analysis of adverse device effects and any history of modification or recall.

# 

# RISK MANAGEMENT

Text

Description of the Risk Management activities undertaken for the investigational device, clinical procedure and clinical investigation and summary of the benefit-risk analysis including identification of residual risks.

## Contra-indications and warnings

Text

Description of any contra-indications and warnings for the investigational device derived from the Risk Management activities and benefit-risk analysis. Anticipated risks, warnings, hazards for the medical device under investigation

# REGULATORY COMPLIANCE

Text

Include a statement of conformity with national regulations, where appropriate, e.g. The Medical Devices Regulations 2002 (SI 2002 No 618, as amended) for the UK. Include any international standards, if any, complied with in full or in part in the table below – delete all non-applicable standards.

|  |  |
| --- | --- |
| **Standards** | |
| ISO 13485:2016 | Medical devices – Quality management systems |
| ISO 14155:2020 | Clinical investigation of medical devices for human subjects |
| ISO 14971:2019 | Medical devices – Application of risk management to medical devices |
| ISO 15223-1:2021 | Medical devices – Symbols to be used with information to be supplied by the manufacturer – Part 1: General requirements |
| ISO 15223-2:2010 | Medical devices — Symbols to be used with medical device labels, labelling, and information to be supplied — Part 2: Symbol development, selection and validation |
| ISO 18113-1:2022 | *In vitro* diagnostic medical devices — Information supplied by the manufacturer (labelling) — Part 1: Terms, definitions, and general requirements |
| ISO 18113-2:2022 | *In vitro* diagnostic medical devices — Information supplied by the manufacturer (labelling) — Part 2: In vitro diagnostic reagents for professional use |
| ISO 18113-3:2022 | *In vitro* diagnostic medical devices — Information supplied by the manufacturer (labelling) — Part 3: In vitro diagnostic instruments for professional use |
| ISO 18113-4:2022 | *In vitro* diagnostic medical devices — Information supplied by the manufacturer (labelling) — Part 4: In vitro diagnostic reagents for self-testing |
| ISO 18113-5:2022 | *In vitro* diagnostic medical devices — Information supplied by the manufacturer (labelling) — Part 5: In vitro diagnostic instruments for self-testing |
| ISO 20417 | Medical devices – Information to be supplied by the manufacturer |
| ISO 20916:2019 | In vitro diagnostic medical devices — Clinical performance studies using specimens from human subjects — Good study practice |
| ISO 9001:2015 | Quality management systems — Requirements |

# REFERENCES