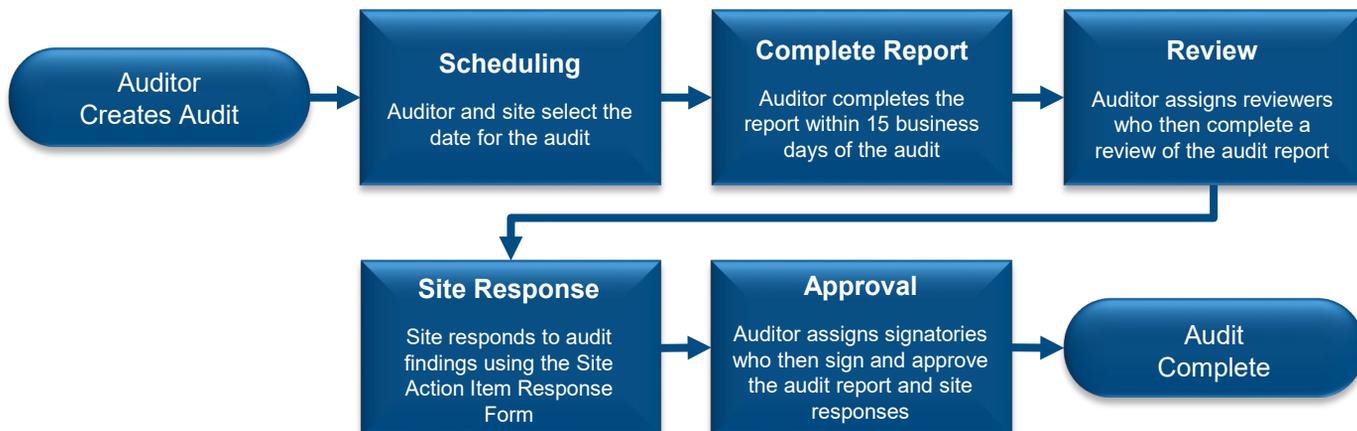# CP-CTNet QKREFGD10 *Audit System Overview for Reviewers*

CP-CTNet DMASC Audit Process Overview

The Audit System is used to manage and perform CP-CTNet DMASC quality assurance audits of LAOs and AOs. Users designated as reviewers check audits and provide comments within the Audit System. The phases of audits are highlighted below.

Auditor Creates Audit →

Scheduling
Auditor and site select the date for the audit →

Complete Report
Auditor completes the report within 15 business days of the audit →

Review
Auditor assigns reviewers who then complete a review of the audit report

↓

Site Response
Site responds to audit findings using the Site Action Item Response Form →

Approval
Auditor assigns signatories who then sign and approve the audit report and site responses →

Audit Complete

Accessing the Audit System via the CP-CTNet DMASC Portal Gateway

The Audit System may be accessed via the CP-CTNet DMASC Portal Gateway. This section provides an overview of the steps that users designated as reviewers follow to access the Audit System.

1. Sign into the CP-CTNet DMASC Portal Gateway with your username and password.

2. Click the **Open App** button beneath the *Audit System* tile on the Portal Gateway dashboard.

3. Log in to the **Frontier Science Portal** with your Portal Gateway username and password.

4. Click the **AuditSystem** link under the *Systems* heading to open the Audit System.

Audit System Overview Page

The Audit System *Overview* page displays a list of audits currently awaiting action from a user (left side) and upcoming audits (right side). Key features of the audits listed on this page are highlighted below.

Audit Date
➢ The date listed next to an audit is the last scheduled day of the audit.

Task Button
➢ Click to navigate to the page where the task may be completed.

View Button
➢ Click to view audit details in advance of the audit.

CP-CTNet QKREFGD10 *Audit System Overview for Reviewers*

Reviewing the Audit in the Audit System

After an auditor designates a user as a reviewer for an audit, the user must then review the audit within the Audit System. The process that reviewers follow to review the audit report as a PDF or within the Audit System is outlined below.

1. On the *Overview* page, click the **Review** button to review the audit.

10 Jan 2025
Review audit
UNIVERSITY OF ALABAMA AT BIRMINGHAM CANCER CENTER
INT21-05-01
REVIEW ①

2. Click the **Export Audit Long Form** button to export the entire audit report as a PDF (optional) and review audit responses.

EXPORT AUDIT SUMMARY

② **EXPORT AUDIT LONG FORM**

Export Audit Summary
➤ Click to download a PDF of a condensed audit report that includes an overall assessment of performance, audit findings, and the Site Action Item Response Form.
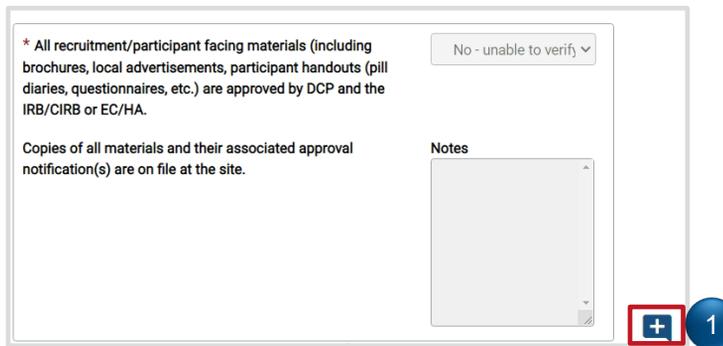
3. Click the **Audit** tab to review the audit report within the Audit System.

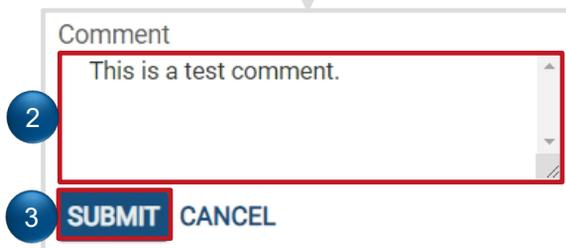③ **Audit**   Response   Comments

Adding Comments to Individual Questions in the Audit System (Optional)

Users designated as reviewers may add comments to individual questions on the audit report within the Audit System (as needed) during their review. The process that reviewers follow to add comments to individual questions within the Audit System is outlined below.

1. To add comments to a question on the **Audit** tab, click the **comment icon** next to the question.

* All recruitment/participant facing materials (including brochures, local advertisements, participant handouts (pill diaries, questionnaires, etc.) are approved by DCP and the IRB/CIRB or EC/HA.

Copies of all materials and their associated approval notification(s) are on file at the site.

No - unable to verify ▾

Notes

⊞ ①

2. Type the comment in the **Comment field.**

Comment
② This is a test comment.

3. Click the **Submit** button.

③ **SUBMIT** CANCEL

4. The comment is timestamped and highlighted in pink next to the question on the audit report.

User Name   Jan 07, 2025 04:27 PM
④ This is a test comment.

Submitted Comment
➤ **Note**: Comments cannot be deleted by reviewers after they are added to a question.

Adding Comments to the Entire Audit Report in the Audit System (Optional)

Users designated as reviewers may add comments to the entire audit report within the Audit System (as needed) during their review. The process that reviewers follow to add comments to the entire audit within the Audit System is outlined below.

1. Click the **Comments** tab to add overall comments that are not specific to a question.

2. Click the **comment icon** to add a comment for the desired section of the audit report.

3. Enter the comment in the available field.

4. Click the **Submit** button to add the comment to the audit report.

5. The comment is timestamped and highlighted in pink in the appropriate section.

Comments Tab Sections

➢ The available sections on this tab include:
  ➢ Assessment of Performance
  ➢ Audit Findings and Site Response
  ➢ Essential Records Review
  ➢ Site Status
  ➢ Site Operations
  ➢ Pharmacy Review
  ➢ Participant Chart Review
  ➢ LAO Oversight of AOs (LAO audits only)
  ➢ General Review

Submitted Comment

➢ **Note**: Comments cannot be deleted by reviewers after they are added to the report.

Completing the Audit Report Review in the Audit System

After the auditor resolves all the reviewer's comments, the reviewer must mark their review as complete within the Audit System. The process that reviewers follow to mark their reviews as complete within the Audit System is outlined below.

1. Click the **Mark Review Complete** button on the *View Audit* page.

2. Click the **Mark Complete** button in the *Review Audit* popup window.

3. The audit review is now complete.

For more information, reach out to *Audit_CP-CTNet@frontierscience.org*