Medidata CTMS: Monitoring

eLearning Course Outline

Course Description: This course is intended for Monitors who use Medidata CTMS to perform site visits and monitoring tasks. Users will learn how to navigate CTMS, update visit schedules, create confirmation and follow up letters and create and submit visit reports.

Approximate Duration[1]: 40 min

Module	Topic
Monitoring Process Overview in Medidata CTMS (5 min)	Objectives
	Monitoring Process Overview
	Monitoring Process Workflow
	Navigation
	Assessment - Monitoring Process
	Summary
Visit Schedule and Confirmation Letter (7 min)	Objectives
	Updating the Visit Date
	Generating a Confirmation Letter
	Assessment - Confirmation Letter
	Summary
Completing a Visit Report (19 min)	Objectives
	Understanding Visit Report in Medidata CTMS
	Adding a Visit Report

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[1] Duration listed is approximated, and does not reflect activities, simulations or assessments

	Adding Visit Attendees, Visit Locations, and Dates
	Completing Questionnaires
	Assessment - Editing a Visit Report
	Updating Subjects Visits
	Updating Other Logs
	Adding Action Items
	Generating Visit Report
	Assessment - Visit Report Components
	Summary
Submission, Review, and Approval Process (9 min)	Objectives
	Submitting a Visit Report
	Updating Complete Date
	Review and Approval of a Visit Report
	Sending a Follow-up Letter
	Assessment - Visit Report Status
	Summary
Post Assessment	