

Medidata Rave CTMS Fundamentals ILT Course Outline

Day 1

Session Description: This session provides you with core knowledge on Rave CTMS concepts, users and roles management, as well as other important general functionality such as managing Countries, Sites, Enrollment and Milestones.

Approximate Duration: 8 Hrs
Note: All times serve as estimates

Time	Topic
Day 1	
1 hour	Welcome – Getting to Know You Introduction to Rave CTMS <ul style="list-style-type: none"> • Rave CTMS and its components • Rave CTMS roles • Data Model for the Training
30 minutes	Rave CTMS Basics <ul style="list-style-type: none"> • Log in and verify environment • Verify data used during study creation • Differences between study, country and site level tasks • Navigating Rave CTMS • Filtering data lists
30 minutes	Work with Teams <ul style="list-style-type: none"> • Understand how Teams affect access • Levels of Team membership • Differences between internal and external • Impact of deleting Team members • Populating monitoring documents
15 minutes	Break
30 minutes	Manage Country Level Information <ul style="list-style-type: none"> • Fields populated for new studies at country level • Verify all sites are available in CTMS • Data that is available vs. not available for studies • Country level during Clinical phases

30 minutes	Manage Sites <ul style="list-style-type: none"> • How site numbers are assigned • When to add a new site • Pre-populated fields • Verifying zones • Site level during Clinical phases
15 minutes	Break
2 hours	Manage Enrollment <ul style="list-style-type: none"> • Enrollment overview • Rave EDC connected vs. manual studies • Tagging CTMS studies, linking to Rave EDC • Enroll participants • Planning and tracking dates • When to update site information • Update planned and revised numbers via .csv files • Enrollment summary report
30 minutes	Lunch break
2 hours	Manage Milestones <ul style="list-style-type: none"> • Milestones overview • Manage Milestones at the study and site level • Milestones statuses • Milestones tracking report
30 mins	Q&A

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Day 2

Session Description: This session will start with a review of the previous day and then focus on the process of managing Tasks, Service Providers and Document Tracking. Additionally, there will be a post-assessment of the CTMS skills learned throughout the course.

Approximate Duration: 4 Hrs
Note: All times serve as estimates

Time	Topic
Day 2	
30 mins	Review of Day 1
1 hour	Manage Tasks <ul style="list-style-type: none"> • Creating Tasks • Editing Tasks • Task management templates
30 minutes	Manage Service Providers <ul style="list-style-type: none"> • Managing vendor information • Assign Services • Update Service Provider data
15 minutes	Break
45 minutes	Manage Document Tracking <ul style="list-style-type: none"> • Manage Document and Submission tracking • Tracking ICF review
1 hour	Post Assessment and Q&A