

# Medidata Rave CTMS Fundamentals ILT

## Course Outline

### Session 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 and Sites.

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

Time	Topic
<b>Session 1</b>	
	Welcome – Getting to Know You
15 minutes	<b>Introduction to Rave CTMS</b> <ul style="list-style-type: none"> <li>• Rave CTMS and its components</li> <li>• Rave CTMS roles</li> <li>• Data Model for the Training</li> </ul>
15 minutes	<b>Rave CTMS Basics</b> <ul style="list-style-type: none"> <li>• Log in and verify environment</li> <li>• Verify data used during study creation</li> <li>• Differences between study, country and site level tasks</li> <li>• Navigating Rave CTMS</li> <li>• Filtering data lists</li> </ul>
15 minutes	<b>Work with Teams</b> <ul style="list-style-type: none"> <li>• Understand how Teams affect access</li> </ul>
45 minutes	<b>Managing Study Startup</b> <ul style="list-style-type: none"> <li>• Importing a Site List</li> <li>• Managing Countries and Sites</li> <li>• Managing the Feasibility Questionnaire</li> </ul>
15 minutes	<b>Break</b>
30 minutes	<b>Manage Country Level Information</b> <ul style="list-style-type: none"> <li>• Fields populated for new studies at country level</li> <li>• Verify all sites are available in CTMS</li> <li>• Data that is available vs. not available for studies</li> <li>• Country level during Clinical phases</li> </ul>

30 minutes	<b>Manage Sites</b> <ul style="list-style-type: none"> <li>• How site numbers are assigned</li> <li>• When to add a new site</li> <li>• Pre-populated fields</li> <li>• Verifying zones</li> <li>• Site level during Clinical phases</li> </ul>
15 minutes	<b>Q &amp; A</b>

## Medidata Rave CTMS Fundamentals ILT Session 2

**Session Description:** This session provides you with knowledge on managing key features such as Enrollment and Milestones.

**Approximate Duration:** 4 Hrs

Note: All times serve as estimates

Time	Topic
<b>Session 2</b>	
15 minutes	<b>Review of Session 1</b>
2 hours	<b>Manage Enrollment</b> <ul style="list-style-type: none"> <li>• Enrollment overview</li> <li>• Rave EDC connected vs. manual studies</li> <li>• Managing</li> <li>• Planning and tracking dates</li> <li>• Understand Cumulative vs. Non-Cumulative</li> <li>• Enrollment summary report</li> </ul>
15 Minutes	<b>Break</b>
2 hours	<b>Manage Milestones</b> <ul style="list-style-type: none"> <li>• Milestones overview</li> <li>• Manage Milestones at the study and site level</li> <li>• Milestones statuses</li> <li>• Milestones tracking report</li> </ul>

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## Session 3

**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
<b>Session 3</b>	
15 minutes	<b>Review of Session 2</b>
1 hour	<b>Manage Tasks</b> <ul style="list-style-type: none"> <li>• Creating Tasks</li> <li>• Editing Tasks</li> <li>• Task management templates</li> </ul>
30 minutes	<b>Manage Service Providers</b> <ul style="list-style-type: none"> <li>• Managing vendor information</li> <li>• Assign Services</li> <li>• Update Service Provider data</li> </ul>
15 minutes	<b>Break</b>
30 minutes	<b>Manage Document Tracking</b> <ul style="list-style-type: none"> <li>• Manage Document and Submission tracking</li> <li>• Tracking ICF review</li> <li>• Manage SDR Tracking</li> </ul>
30 minutes	<b>Monitoring Visits Basics</b>
30 minutes	<b>Issues and Actions Basics</b>
30 minutes	<b>Post Assessment and Q&amp;A</b>