Canadian Cancer Trials Group

REPLACING THE CI:

Reminders: This can only be done by the CI or a DTL-A.

1. Sign in to your RIPPLE Account and select 'Home' to go to the RIPPLE home page.

2. Locate the applicable trial by selecting the disease site from the tabs and choosing the appropriate trial (Note you can only continue if the trial appears under the Participating Trials - View Participants section. If the trial appears under New Trials - Create Participants List, then a PL is not yet created). The trial PL page will appear.

3. At the top of the page select 'NCI DTL Components' to switch to the DTL portion of the PL.

4. Select 'Replace' under the Action column for the CI. Replace Task confirmation message "You are about to replace the current DTL Clinical Investigator. You may only select an Active QI or a Pending QI that has met all Ripple participants list requirements to replace the current CI." Select the QI you wish you replace the current CI with.

5. If there is no QI that meets the requirements, message states "There are no participants that meet the requirements listed above. The CI task cannot be re-assigned right now." Please see section 7.6 of the RIPPLE user guide to add a QI to the CCTG Components of the PL.

6. If there is a QI on the CCTG Components of the PL that is active or has met the credentialing, select the QI you wish you replace the current CI with from the drop down menu.

7. Click 'Confirm'. Message states "The CI was successfully replaced. The new CI must Approve the new state of the RIPPLE DTL before the changes are synced with the NCI DTL."

8. Move onto 'Approving DTL Tasks After the Initial Approval'.